

# **Snake Basin Hatchery Information System Adult Trapping and Spawning/Events Program User's Manual**

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## 1. Introduction to the trapping module

What data should be entered into the trapping module?

- Trapping module should be used to enter all the **initial dispositions** of trapped fish **prior to and including ponding**:
  - e.g., released prior to being ponded, ponded, trap mort, transferred out prior to being ponded.
- Spawning/Events module should be used to enter any **changes in fish dispositions** of ponded fish **after ponding**.
  - e.g., transferred out after being ponded, pond mort, spawned, released after being ponded

The screenshot shows the 'Test Agency Trap Entry' software interface. It features a menu bar (FILE, DATA, GRID, CONFIGURE, VIEW, MODE, EDIT) and a title bar indicating the current trap and date. The main area is divided into several sections:
 

- Left Column (Pink buttons):** AD (A), RV (R), LV (X), Other (O), NONE (N), INJURIES (I).
- Sex Section (Red buttons):** MALE (M), FEMALE (F), UNKNOWN (U).
- Tags Section (Orange buttons):** CWT (C), OTHER TAGS (T), PIT (P).
- Injection/Comment Section (Red/Purple buttons):** INJECTED, SAMPLES (S), COMMENT.
- Species Selection (Dropdown):** --Default-- Bluehead Sucker.
- Count Field:** A numeric input field showing '1'.
- PIT TAG READER (OFF) Section:** PIT TAG READER (OFF), PIT TAG READER (OFF), Fin Erosion (Hatchery Origin).
- Length Section (Blue buttons):** Fork Length, a numeric keypad (0-9, AC, Back Space), and checkboxes for JACK (J), MINI (K), JACK.
- Disposition Section (Right side, various colored buttons):** RELEASED ABOVE, TRAP MORT, RELEASED BELOW, DISTRIBUTE LIVE, POND 1, SPAWNED KILLED, POND 2, TRANSFER OUT, RELEASE SITE, KILLED.
- Action Buttons (Bottom):** NEW RECORD, RECAPTURE, CLEAR.

 Numbered callouts (1-12) are placed over specific elements:
 

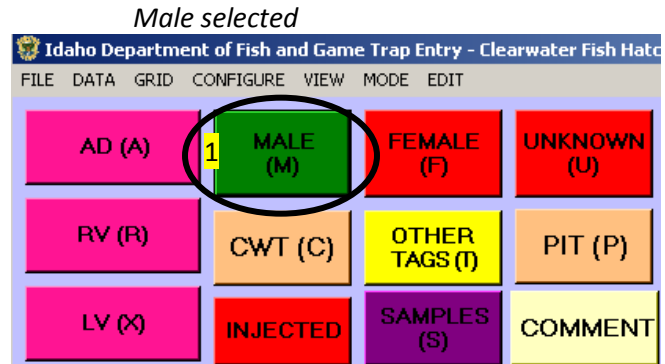
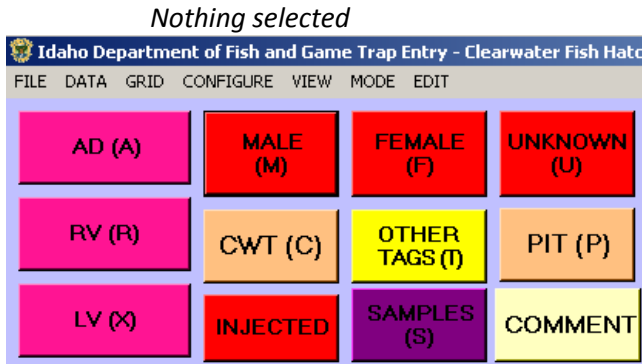
- 1: INJURIES (I)
- 2: Sex buttons (MALE, FEMALE, UNKNOWN)
- 3: Tags buttons (CWT, OTHER TAGS, PIT)
- 4: Length (cm) section
- 5: Disposition buttons (RELEASED ABOVE, TRAP MORT, etc.)
- 6: Count field
- 7: INJURIES (I)
- 8: INJECTED button
- 9: RECAPTURE button
- 10: PIT TAG READER (OFF) button
- 11: Species dropdown menu
- 12: Fin Erosion (Hatchery Origin) checkbox

Location of attributes

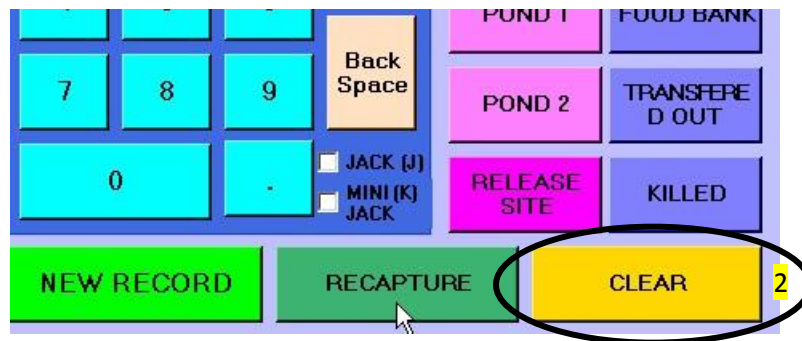
1. Marks
2. Sex
3. Tags
4. Lengths and Jack/Mini-Jack designation
5. Dispositions
6. Number of fish
7. Injuries
8. Samples, Injection, Comment
9. Recapture
10. PIT reader On/Off
11. Alternate species selection
12. Fin erosion designation

### Select/clearing attributes

- (1) Selected attributes are highlighted in GREEN
- Single attributes can be cleared by clicking the button again (will change back to original color)



- (2) All selected attributes can be cleared by clicking CLEAR button.



### Trapping data grid

- (3) Each record is added to the data grid with all selected attributes
- Can use the scroll bar to look at all attributes
- (4) Can choose to see all trapped data for the primary species or only for fish trapped on today's date (ALL data is selected in example below).

3	TrapDate	Marktype	Natural	Sex	'Mini Jack'	Jack	LengthType	Length	Length
	5/15/2009	UNM	<input checked="" type="checkbox"/>	U	<input type="checkbox"/>	<input checked="" type="checkbox"/>	FL	40	UN
	5/14/2009	AD ULOP	<input type="checkbox"/>	M	<input type="checkbox"/>	<input type="checkbox"/>	FL	65	UN
	5/14/2009	UNM	<input checked="" type="checkbox"/>	F	<input type="checkbox"/>	<input type="checkbox"/>	FL	65	UN
	5/14/2009	AD	<input type="checkbox"/>	M	<input type="checkbox"/>	<input type="checkbox"/>	FL	65	UN
	5/14/2009	UNM	<input checked="" type="checkbox"/>	U	<input type="checkbox"/>	<input type="checkbox"/>	FL	65	UN

TODAY

ALL 4

EDIT DATA

DELETE RECORD

- (1) Records are added in order of the Record ID attribute for each trap date.
  - Record IDs are automatically generated: start at 1 with the first record added and increase incrementally with each record; start over at 1 on the next trapping date.

Species	RecordID	Count
Chinook	1	

#### Adding/deleting/editing a record

- Add a record: (2) When all desired attributes are selected, click NEW RECORD to add record to database
- Record will appear in the data grid with all selected attributes represented in the data field columns; it will be the record on the top

0

☐ JACK (J)  
☐ MINI (K)  
☐ JACK

RELEASE SITE

FOOD BANK

NEW RECORD

RECAPTURE

CLEAR

- Delete a record: (3) select the record by clicking on a row at the left side, which will highlight the entire row in ORANGE. Hit the delete key on keyboard or (4) click DELETE RECORD button below the grid.
  - User will be prompted to verify the deletion. Click YES if you want the record to be deleted.

	TrapDate	Marktype	Natural	Sex	'Mini Jack'	Jack	LengthType	Length	Length
3	5/15/2009	UNM	<input checked="" type="checkbox"/>	U	<input type="checkbox"/>	<input checked="" type="checkbox"/>	FL	40	UN
	5/14/2009	AD_ULOP	<input type="checkbox"/>	M	<input type="checkbox"/>	<input type="checkbox"/>	FL	65	UN
	5/14/2009	UNM	<input checked="" type="checkbox"/>	F	<input type="checkbox"/>	<input type="checkbox"/>	FL	65	UN
	5/14/2009	AD	<input type="checkbox"/>	M	<input type="checkbox"/>	<input type="checkbox"/>	FL	65	UN
	5/14/2009	UNM	<input checked="" type="checkbox"/>	U	<input type="checkbox"/>	<input type="checkbox"/>	FL	65	UN

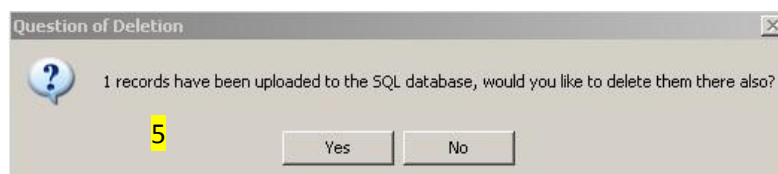
TODAY

ALL

EDIT DATA

4 DELETE RECORD

- If the user clicks YES, the record will be deleted from the matrix and from the local Trap.mdb file. If the record has already been uploaded to the central database, (5) the user will be asked if the record is to be deleted from the SQL database.
  - **IMPORTANT NOTE:** If the user clicks YES to delete from the SQL database, the record will be deleted *when the next upload occurs*. The records will remain in the central database until the next upload but will be deleted in the local Trap.mdb file (i.e., not seen in the program matrix).



- Editing trapping attributes: Select the record in the grid, (1) click on the EDIT DATA button (lower right of screen). This will show all the attributes for this record highlighted in GREEN. Make the desired changes by clicking the relevant buttons.
  - All attributes seen on the trapping entry screen can be changed here, including carcass dispositions, release locations, tag types, etc.
  - When finished editing, (2) click ACCEPT CHANGES. The edited record will overwrite the original record and appear in the matrix.
  - **IMPORTANT NOTE:** If the record was previously uploaded, the UPLOADED field will be unchecked in the matrix following editing. The record will be updated in the SQL database *when the next upload occurs*. The record will remain unedited in the central database until the next upload.

Test Agency Trap Entry - Test Hatchery - Test Trap - Chinook - Centimeters - 5/12/2011

FILE DATA GRID CONFIGURE VIEW MODE EDIT

AD (A) MALE (M) FEMALE (F) UNKNOWN (U)

RV (R) CWT (C) OTHER TAGS (T) PIT (P)

LV (X) INJECTED SAMPLES (S) COMMENT

Other (O) -Default- Bluehead Sucker Count 1

NONE (N) PIT TAG READER (OFF)

INJURIES (I) PIT TAG READER (OFF)

☐ Fin Erosion (Hatchery Origin)

Length (cm) Fork Length: 0

1 2 3 AC

4 5 6

7 8 9 Back Space

JACK (J) MINI (K) JACK

RELEASED ABOVE TRAP MORT

RELEASED BELOW DISTRIBUTE LIVE

POND 1 SPAWNED KILLED

POND 2 TRANSFER OUT

RELEASE SITE KILLED

ACCEPT CHANGES

RECAPTURE

CLEAR

TrapDate	Marktype	Natural	Sex	Mini Jack	Jack	LengthType	Length	LengthType1	Length1	LengthType2	Length2	Disp1	Purpose	'Carcass Disp'
11/11/2000	AD	<input type="checkbox"/>	M	<input type="checkbox"/>	<input type="checkbox"/>	UN	0	UN	0	UN	0	TRANSFERRED OUT	MOVE TO DIFFER...	
11/9/2000	UNM	<input checked="" type="checkbox"/>	F	<input type="checkbox"/>	<input type="checkbox"/>	UN	0	UN	0	UN	0	RELEASED	RECYCLED FOR FIS...	
11/9/2000	UNM	<input checked="" type="checkbox"/>	M	<input type="checkbox"/>	<input type="checkbox"/>	UN	0	UN	0	UN	0	RELEASED	RECYCLED FOR FIS...	
11/9/2000	UNM	<input checked="" type="checkbox"/>	M	<input type="checkbox"/>	<input type="checkbox"/>	UN	0	UN	0	UN	0	RELEASED	NATURAL SPAWNING	
11/8/2000	AD	<input type="checkbox"/>	M	<input type="checkbox"/>	<input type="checkbox"/>	UN	0	UN	0	UN	0	PONDED	RETAINED FOR LAT...	
11/7/2000	AD	<input type="checkbox"/>	F	<input type="checkbox"/>	<input type="checkbox"/>	UN	0	UN	0	UN	0	PONDED	RETAINED FOR LAT...	
11/7/2000	AD	<input type="checkbox"/>	F	<input type="checkbox"/>	<input type="checkbox"/>	UN	0	UN	0	UN	0	PONDED	RETAINED FOR LAT...	
11/7/2000	AD	<input type="checkbox"/>	M	<input type="checkbox"/>	<input type="checkbox"/>	UN	0	UN	0	UN	0	PONDED	RETAINED FOR LAT...	
11/7/2000	AD	<input type="checkbox"/>	F	<input type="checkbox"/>	<input type="checkbox"/>	FL	70	UN	0	UN	0	PONDED	RETAINED FOR LAT...	
11/7/2000	AD	<input checked="" type="checkbox"/>	M	<input type="checkbox"/>	<input type="checkbox"/>	UN	0	UN	0	UN	0	PONDED	RETAINED FOR LAT...	
11/6/2000	AD	<input type="checkbox"/>	M	<input type="checkbox"/>	<input checked="" type="checkbox"/>	FL	60	UN	0	UN	0	PONDED	RETAINED FOR LAT...	
11/6/2000	RV LV	<input checked="" type="checkbox"/>	F	<input type="checkbox"/>	<input type="checkbox"/>	UN	0	UN	0	UN	0	PONDED	RETAINED FOR LAT...	
11/6/2000	ACP	<input checked="" type="checkbox"/>	M	<input type="checkbox"/>	<input type="checkbox"/>	UN	0	UN	0	UN	0	PONDED	RETAINED FOR LAT...	
11/6/2000	CP	<input type="checkbox"/>	M	<input type="checkbox"/>	<input type="checkbox"/>	UN	0	UN	0	UN	0	PONDED	RETAINED FOR LAT...	
11/6/2000	UNM	<input checked="" type="checkbox"/>	M	<input type="checkbox"/>	<input type="checkbox"/>	UN	0	UN	0	UN	0	RELEASED	NATURAL SPAWNING	
11/6/2000	UNM	<input type="checkbox"/>	M	<input type="checkbox"/>	<input type="checkbox"/>	UN	0	UN	0	UN	0	PONDED	RETAINED FOR LAT...	
11/6/2000	AD	<input type="checkbox"/>	M	<input type="checkbox"/>	<input type="checkbox"/>	UN	0	UN	0	UN	0	KILLED	Culled	Landfill dispos...
11/6/2000	AD	<input type="checkbox"/>	F	<input type="checkbox"/>	<input type="checkbox"/>	UN	0	UN	0	UN	0	PONDED	RETAINED FOR LAT...	
11/6/2000	AD	<input type="checkbox"/>	M	<input type="checkbox"/>	<input type="checkbox"/>	UN	0	UN	0	UN	0	PONDED	RETAINED FOR LAT...	
11/6/2000	AD	<input type="checkbox"/>	F	<input type="checkbox"/>	<input type="checkbox"/>	UN	0	UN	0	UN	0	PONDED	RETAINED FOR LAT...	
11/6/2000	AD	<input type="checkbox"/>	M	<input type="checkbox"/>	<input type="checkbox"/>	UN	0	UN	0	UN	0	PONDED	RETAINED FOR LAT...	
11/6/2000	AD	<input type="checkbox"/>	F	<input type="checkbox"/>	<input type="checkbox"/>	UN	0	UN	0	UN	0	PONDED	RETAINED FOR LAT...	
11/6/2000	AD	<input type="checkbox"/>	M	<input type="checkbox"/>	<input type="checkbox"/>	UN	0	UN	0	UN	0	SPAWNED KILLED	BROOD - PARENT H...	ANIMAL FEED

TODAY ALL EDIT DATA DELETE RECORDS



- Editing Species/Site/Date: Select the record in the grid. (1) In the menu select EDIT-SPECIES/SITE/DATE. (2) The configuration window to select the Agency, Hatchery, Trap and Species will open where the record's attributes can be edited. Clicking FINISHED will change the record in the matrix.
  - If any of the site attributes are changed, the record will be removed from the current site's matrix and moved to the new site's matrix (i.e., the record will not be visible in the current matrix view).
  - **IMPORTANT NOTE:** If the record was previously uploaded, the UPLOADED field will be unchecked in the matrix following editing. The record will be updated in the SQL database *when the next upload occurs for the site of the edited record*. The record will remain unedited in the central database until the next upload.

The image shows a 'Setup' window with four main sections: 'Choose Agency', 'Choose Hatchery', 'Choose Trap', and 'Choose Species'. The 'Choose Agency' list includes 'Idaho Department of Fish and Game', 'Nez Perce Tribe', 'Oregon Department of Fish and Wildlife', 'Shoshone-Bannock Tribes', 'Test Agency', and 'U.S. Fish and Wildlife Service'. The 'Choose Hatchery' list includes 'Test Hatchery' and 'Test Hatchery 2'. The 'Choose Trap' list includes 'Test Trap' and 'Test Trap 2'. The 'Choose Species' list includes 'Chinook', 'Steelhead', and 'Sockeye'. At the bottom, there is a date field 'Enter a Trap Date' with '11/4/2000' entered, and two buttons: 'FINISHED' and 'CANCEL'. A 'Show All' button is also present in the 'Choose Species' section. To the left of the 'Setup' window, a small inset shows a menu with 'EDIT' and 'SPECIES/SITE/DATE' options, with a yellow '1' next to the 'SPECIES/SITE/DATE' option.

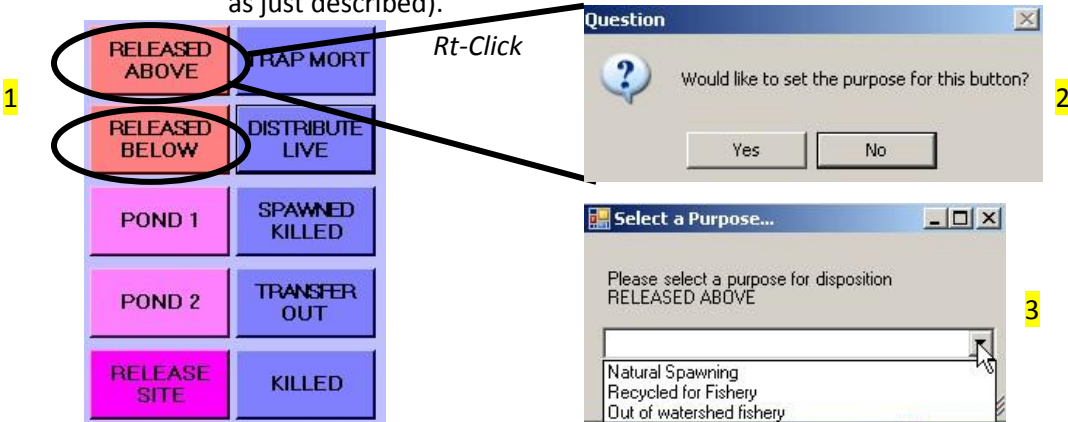
1

2

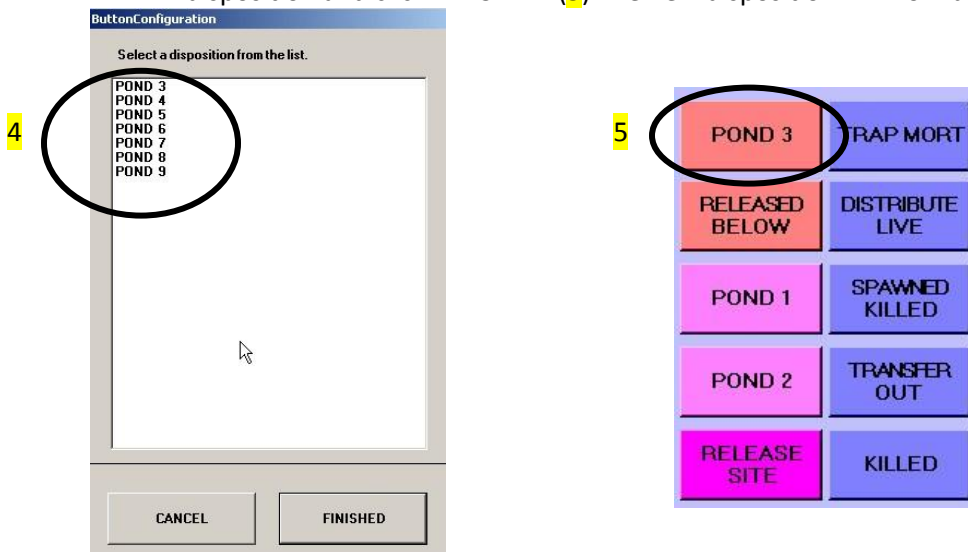
## 2. Configuring data entry – trapping module

### Changing disposition buttons

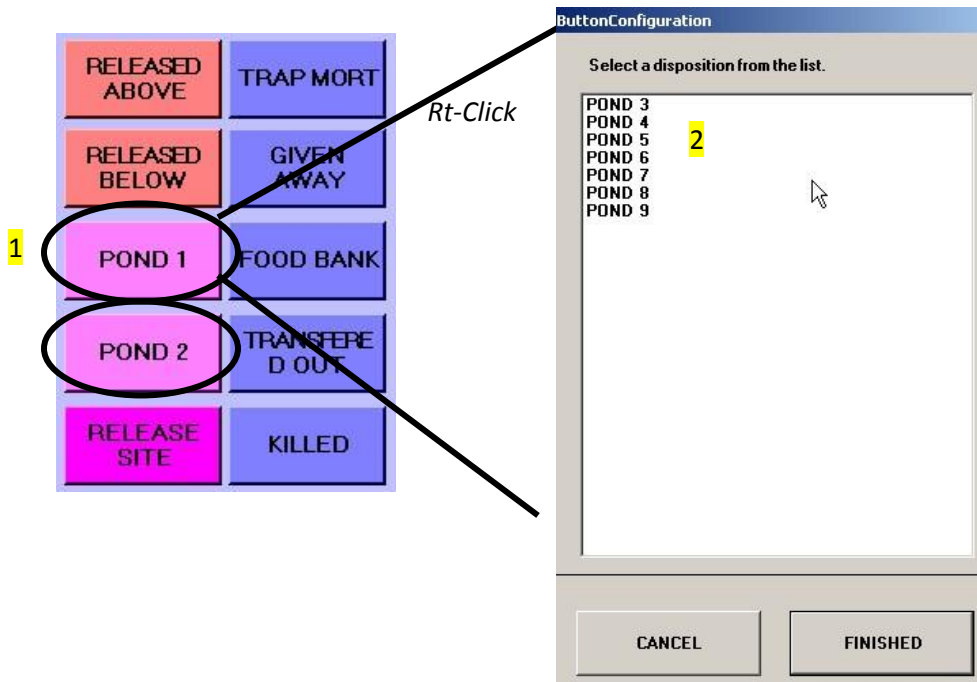
- The disposition buttons available when entering trapped fish can be selected from a master list. These buttons represent the *initial dispositions of trapped fish*. Only those initial dispositions that result in the death of a fish (TRAP MORT, KILLED, SPAWNED-KILLED) will allow the selection of a *carcass disposition*, i.e., what happens to a *dead* fish's carcass. All other initial dispositions are for *live* fish (releases, ponds, DISTRIBUTED LIVE, TRANSFERRED OUT).
  - RELEASED ABOVE, RELEASED BELOW: (1) Right click on one of these release buttons; the user will be prompted if they would like to change the purpose of the release. Default purposes are the following: RELEASED ABOVE has purpose = "Natural Spawning", RELEASED BELOW has purpose = "Recycled for fishery".
    - If the user wishes to change the purpose to something different than the defaults, (2) click YES. (3) A popup will prompt users to select a new purpose. Click on the drop-down arrow, select the new purpose for the selected release disposition. The new purpose will be used for the selected release button until it is reset to another purpose (using the same method as just described).



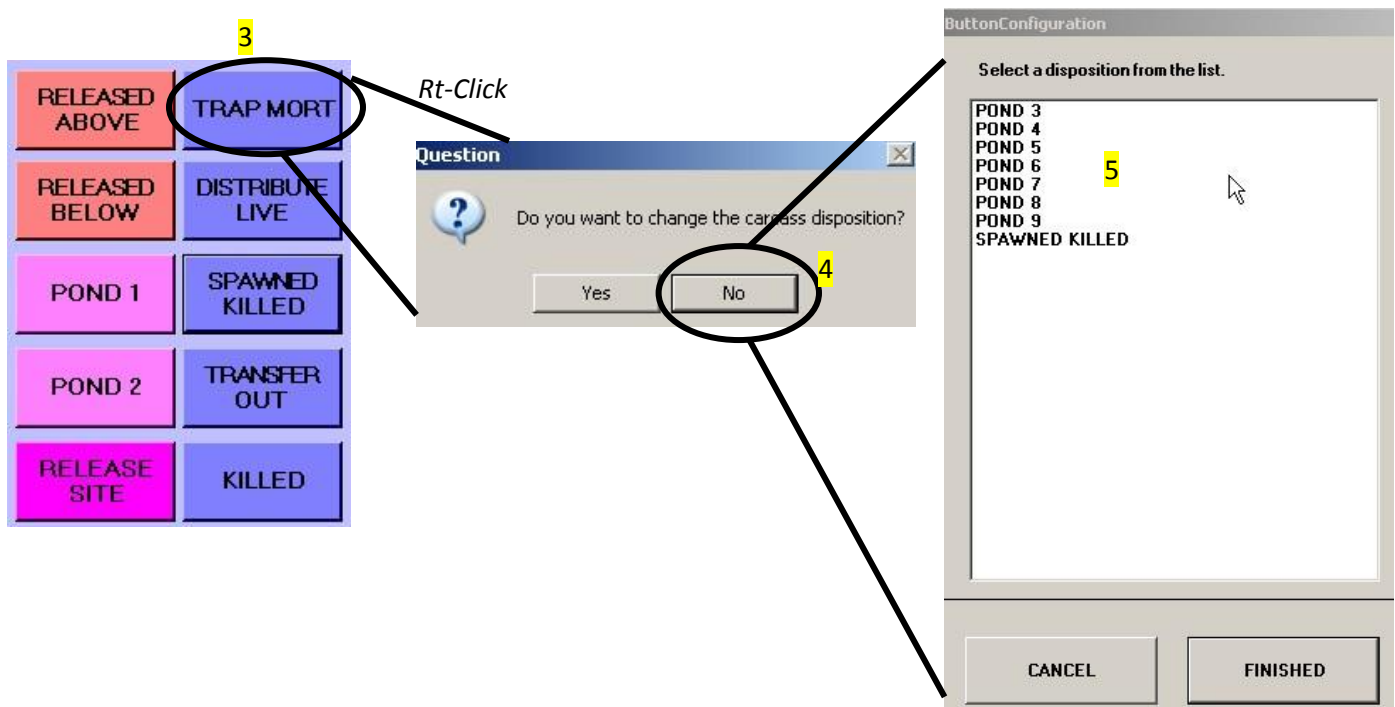
- If the user does not want to change purpose for the current disposition, (2) click NO. Now there is an option to change the disposition for the selected button. (4) Select the desired disposition and click FINISHED. (5) The new disposition will now be available on the button.



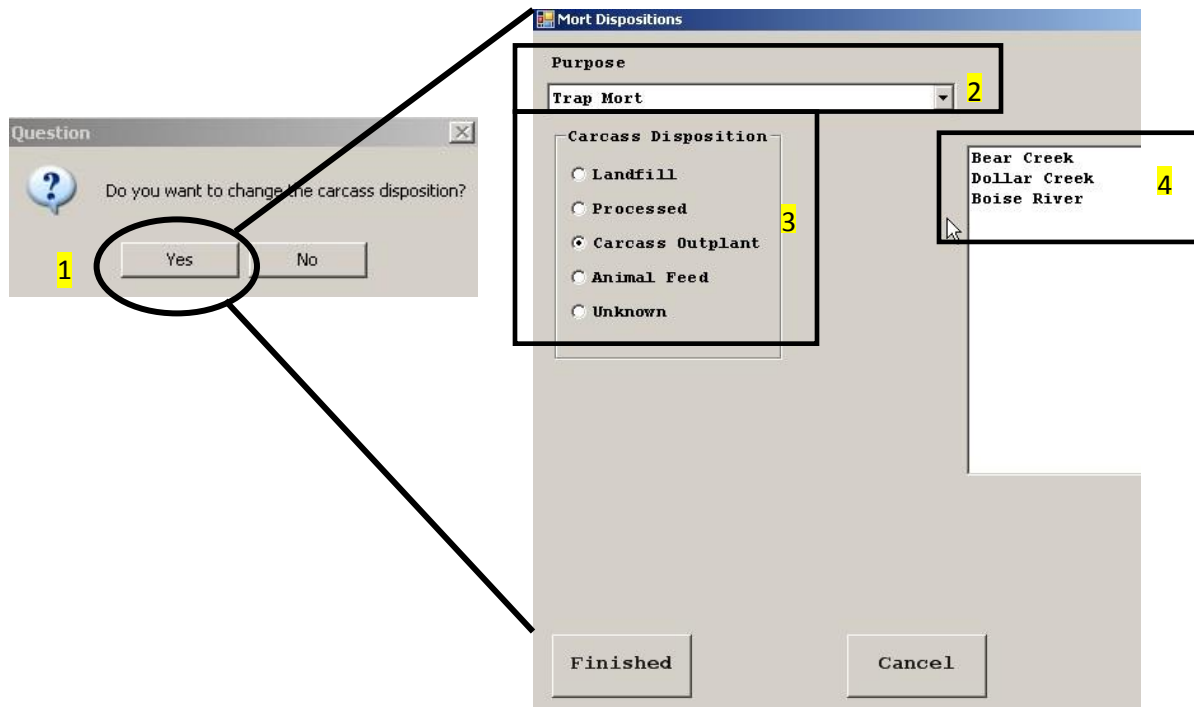
- PONDS: (1) Right click on one of the pond buttons to see list of all available dispositions. (2) Select the desired pond and click FINISHED. The new pond will now be available on the button. The default purpose for fish ponded *from the trap* is "Retained for later use". User cannot change this purpose. There are no carcass dispositions associated with ponded dispositions.



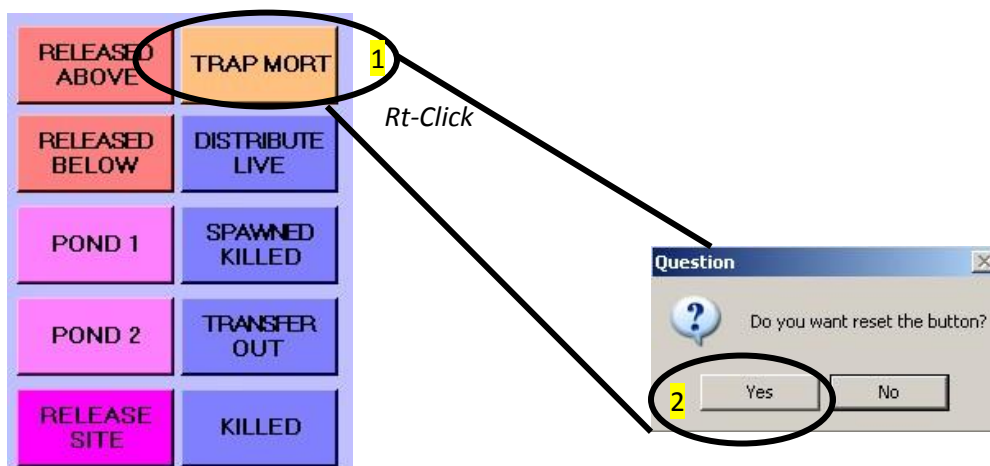
- TRAP MORT: (3) Right click on TRAP MORT. The user will then have the option to either change the disposition on the button or select the carcass disposition associated with trap morts.
  - (4) Click NO and a new disposition button can be selected. (5) Select the desired disposition and click FINISHED. The new disposition will now be available on the button.



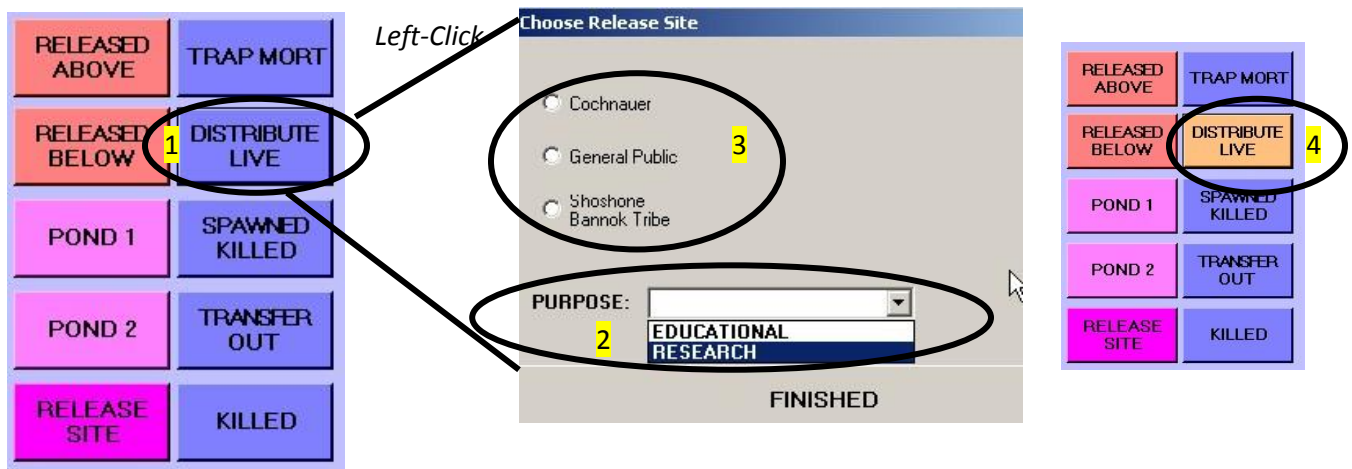
- (1) Click YES to set the carcass disposition for the TRAP MORT button. The Carcass disposition window will popup. (2) The default purpose for trap morts is “Trap Mort”. User cannot change this purpose. (3) Select one of the available CARCASS DISPOSITIONS by clicking the radio button. Once a CARCASS DISPOSITION is selected, (4) the user can select available destinations.
  - LANDFILL and UNKNOWN carcass dispositions do not have the option to enter a destination.
  - PROCESSED and ANIMAL FEED allows a site to be selected (list is setup in the [CONFIGURE-OTHER RECEIVING ORGANIZATIONS/LOCATIONS menu option](#)).
  - CARCASS OUTPLANT allows a release location (water body) to be selected (list is setup in the [CONFIGURE-RELEASE SITES menu option](#)).
- Click FINISHED to assign these settings to the selected button.



- After clicking FINISHED, (1) the TRAP MORT button will turn orange, indicating that a carcass disposition has been set for this button. The selected PURPOSE, CARCASS DISPOSITION, and DESTINATION will be assigned to all trapping records with the disposition of TRAP MORT (i.e., each time the TRAP MORT button is used) until the button is reset or carcass disposition is changed. The button's carcass disposition can be reset by right clicking on the button, and (2) selecting YES from the reset popup. Selecting NO will bring the user back to the carcass disposition popup (see [Carcass disposition for Trap Morts](#) above).



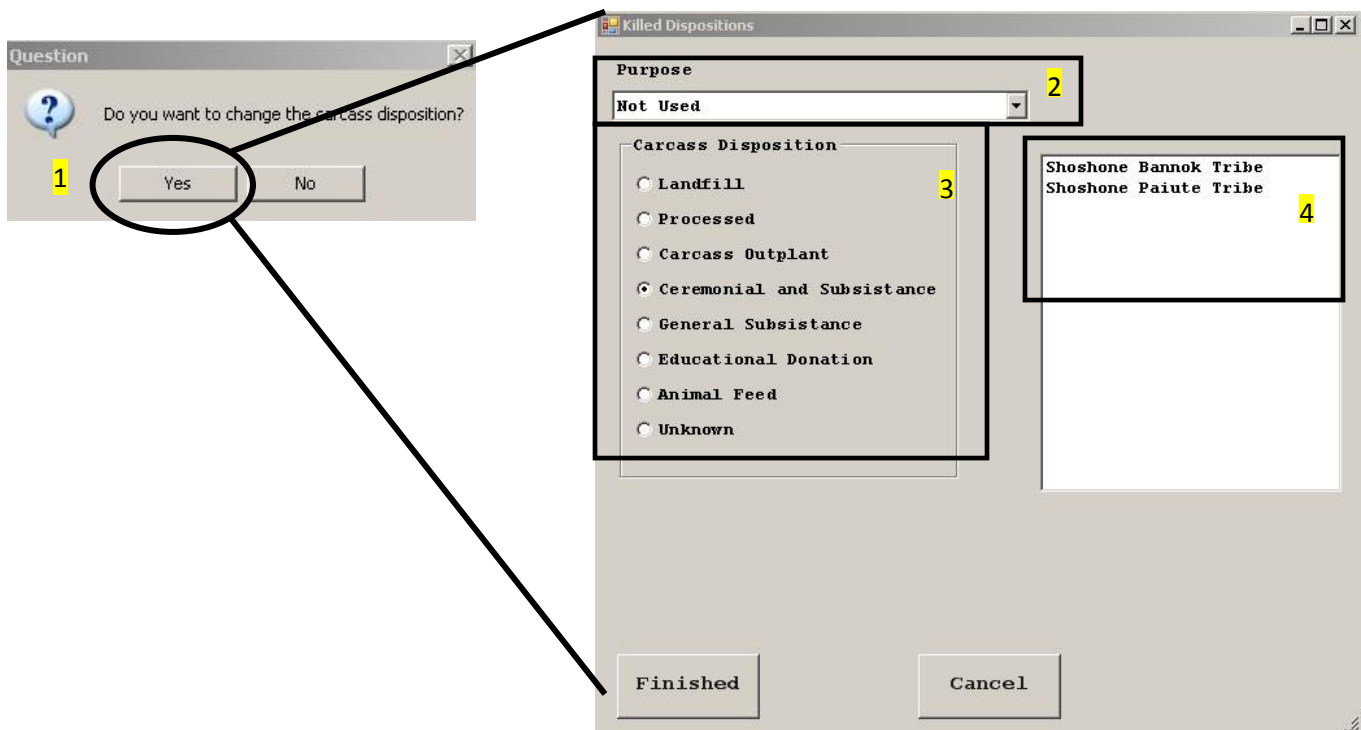
- DISTRIBUTED LIVE: (1) Right clicking on the button will allow users to assign a different disposition to the button (see [Pond button configuration](#) for details). When the user selects the DISTRIBUTED LIVE disposition (i.e., Left click), a PURPOSE and DESTINATION for the live fish can be selected.
  - (a) **IMPORTANT NOTE:** This initial disposition is for *live* fish only. For *carcasses* that are distributed, use the KILLED or SPAWNED-KILLED initial disposition and set the carcass disposition with the correct receiving organization/location. Also note, dispositions entered in the trapping module should only be initial dispositions. Fish that are initially ponded and then distributed must be listed as ponded here in the trapping module; another record should be created in the [Events Module](#) with the final disposition.
  - (b) **IMPORTANT NOTE:** This initial disposition is for *live* fish that are going to an organization/location *not using SBHIS*. Live fish going to SBHIS organizations/locations should have a disposition of TRANSFERRED OUT.
  - (1) When DISTRIBUTED LIVE is selected (left click), a popup appears that allows the user to select the (2) PURPOSE and (3) RECEIVING ORGANIZATION/LOCATION. (4) Clicking FINISHED changes the button color to orange, indicating the PURPOSE and RECEIVING ORGANIZATION/LOCATION have been set for this button. These attributes will be assigned to all trapping records with the disposition of DISTRIBUTED LIVE (i.e., each time the DISTRIBUTED LIVE button is used) until the button is reset.



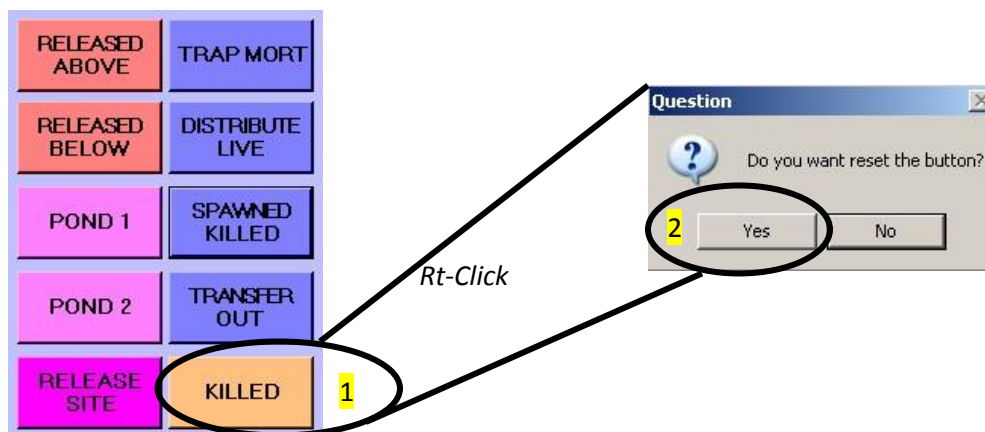
- TRANSFERRED OUT: Right clicking on the button will allow users to assign a different disposition to the button (see [Pond button configuration](#) for details).

- KILLED: Right click on KILLED. The user will then have the option to either change the initial disposition on the button (see [Pond button configuration](#) for details) or select the carcass disposition associated with KILLED disposition.
  - (1) Click YES to set the carcass disposition for the KILLED button. The Carcass disposition window will popup. (2) Select the PURPOSE from the drop down menu. (3) Select one of the available CARCASS DISPOSITIONS by clicking the radio button. Once a CARCASS DISPOSITION is selected, (4) the user can select available destinations
    - LANDFILL and UNKNOWN carcass dispositions do not have the option to enter a destination.
    - PROCESSED, EDUCATIONAL DONATION, and ANIMAL FEED allows a site to be selected (list is setup in the [CONFIGURE-OTHER RECEIVING ORGANIZATION/LOCATIONS menu option](#)).
    - CARCASS OUTPLANT allows a release location (water body) to be selected (list is setup in the [CONFIGURE-RELEASE SITES menu option](#)).
    - TRIBAL CEREMONIAL AND SUBSISTENCE allows a tribal site to be selected (list is setup in the [CONFIGURE-TRIBAL CEREMONIAL AND SUBSISTENCE LOCATIONS menu option](#)).
    - PUBLIC FOOD DISTRIBUTION allows a site to be selected (list is setup in the [CONFIGURE-PUBLIC FOOD DISTRIBUTION SITES menu option](#)).
  - Click FINISHED to assign these settings to the selected button.

Need new fig  
here when  
carcass C&S  
stuff done



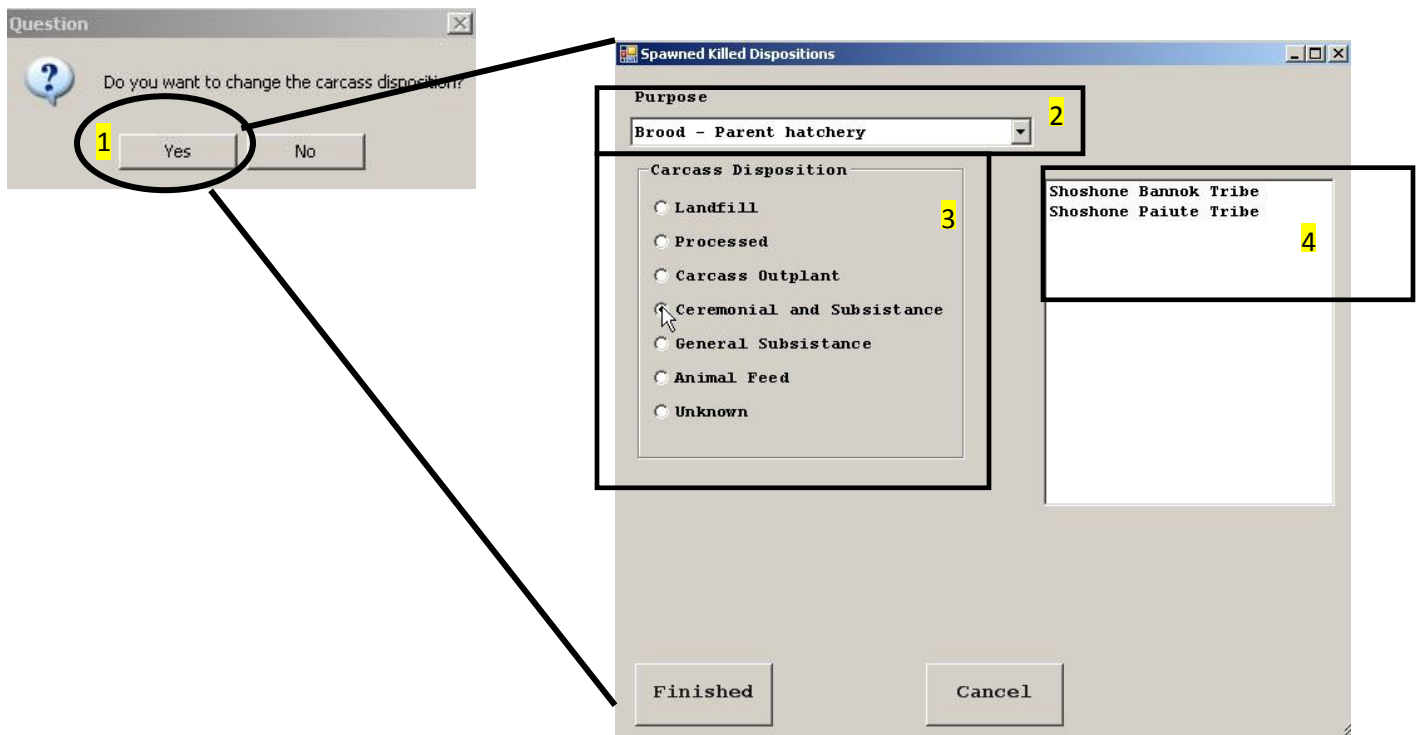
- After clicking FINISHED, (1) the KILLED button will turn orange, indicating that a carcass disposition has been set for this button. The selected PURPOSE, CARCASS DISPOSITION, and DESTINATION will be assigned to all trapping records with the disposition of KILLED (i.e., each time the KILLED button is used) until the button is reset or carcass disposition is changed. The button's carcass disposition can be reset by right clicking on the button, and (2) selecting YES from the reset popup. Selecting NO will bring the user back to the carcass disposition popup (see [Carcass disposition for Killed](#) above).



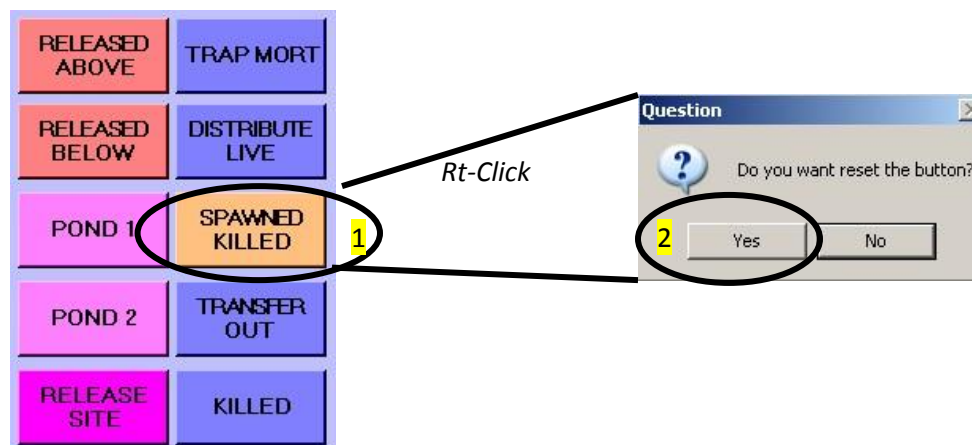


- SPAWNED-KILLED: Right click on SPAWNED-KILLED. The user will then have the option to either change the initial disposition on the button (see [Pond button configuration](#) for details) or select the carcass disposition associated with SPAWNED-KILLED disposition.
  - **IMPORTANT NOTE:** This initial disposition is only for fish spawned directly from the trap, without first being ponded. Fish that are initially PONDED and then SPAWNED-KILLED must be listed as ponded here in the trapping module and then spawned-killed in the [Events Module](#).
  - (1) Click YES to set the carcass disposition for the SPAWNED-KILLED button. The Carcass disposition window will popup. (2) Select the PURPOSE from the drop down menu. (3) Select one of the available CARCASS DISPOSITIONS by clicking the radio button. Once a CARCASS DISPOSITION is selected, (4) the user can select available destinations.
    - LANDFILL and UNKNOWN carcass dispositions do not have the option to select a destination.
    - PROCESSED and ANIMAL FEED allow a site to be selected (list is setup in the [CONFIGURE-OTHER RECEIVING ORGANIZATION/LOCATIONS menu option](#)).
    - CARCASS OUTPLANT allows a release location (water body) to be selected (list is setup in the [CONFIGURE-RELEASE SITES menu option](#)).
    - TRIBAL CEREMONIAL AND SUBSISTENCE allows a tribal site to be selected (list is setup in the [CONFIGURE-TRIBAL CEREMONIAL AND SUBSISTENCE LOCATIONS menu option](#)).
    - PUBLIC FOOD DISTRIBUTION allows a site to be selected (list is setup in the [CONFIGURE-PUBLIC FOOD DISTRIBUTION SITES menu option](#)).
  - Click FINISHED to assign these settings to the selected button.

Need new fig  
here when  
carcass C&S  
stuff done



- After clicking FINISHED, (1) the SPAWNED-KILLED button will turn orange, indicating that a carcass disposition has been set for this button. The selected PURPOSE, CARCASS DISPOSITION, and DESTINATION will be assigned to all trapping records with the disposition of SPAWNED-KILLED (i.e., each time the SPAWNED-KILLED button is used) until the button is reset or carcass disposition is changed. The button's carcass disposition can be reset by right clicking on the button, and (2) selecting YES from the reset popup. Selecting NO will bring the user back to the carcass disposition popup (see [Carcass disposition for Spawned-Killed](#) above).



## Species/Site/Date

- The user will be prompted to enter these data before using the trapping program. Records entered using the trapping program will be associated with this information until the user changes it using the menu commands.
- To use the menu to change this information, go to CONFIGURE-SPECIES/SITE/DATE.
  - Select (1) agency, (2) hatchery, (3) trap, (4) target species and (5) trap date

- (4) The target species list defaults to the standard list (Chinook, Steelhead, Sockeye). If a different species is desired, click on the SHOW ALL button to see all available species and select a species.
- **IMPORTANT NOTE:** (5) The TRAP DATE entered here will be associated with all fish entered in the trapping module. If the user is entering data from hardcopy data sheets from multiple trapping dates, the TRAP DATE must be changed prior to entering fish trapped on a different date.
- If it is the first time the user is entering data for the selected species and site, the user will be prompted to enter length criteria after clicking FINISHED (see [Length Criteria](#) section below).

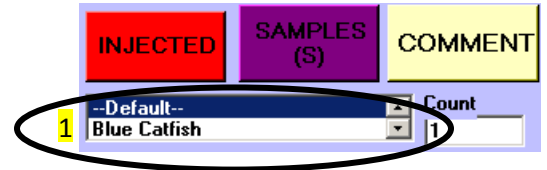
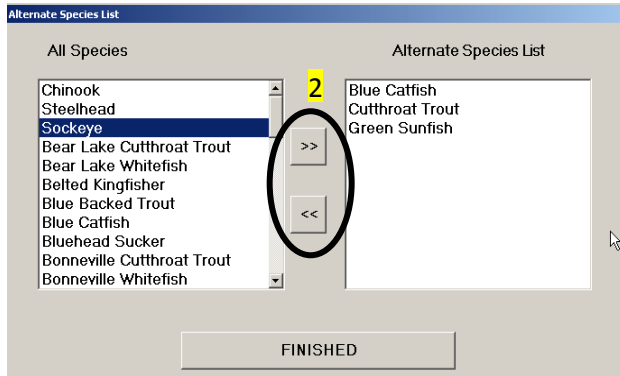
## Productions

- The user will be prompted to enter the mark/tag criteria that define a hatchery production fish for the current year upon first opening the program. The user also will be prompted to enter production information if a year is selected in the [Species/Site/Date](#) configuration window that has not had production criteria defined yet.
- The program will use the Productions definition for a given year to automatically populate the NATURAL field (checked for natural fish, unchecked for hatchery fish) for all records added with a TRAP DATE within the defined year.
- Go to menu item CONFIGURE-PRODUCTIONS to open the production configuration window.
  - (1) The current TRAP LOCATION and SPECIES are shown at the top. User cannot change these here (TRAP LOCATION and SPECIES can be changed in the [Species/Site/Date](#) configuration).
  - (2) Select the Marks and Tags that define a hatchery production fish by checking the relevant boxes.
  - (3) If all the selected marks and tags are required on a given fish to define it as a hatchery production fish, check the “All marks and tags selected must be present for the production” box. If unchecked, any one of the selected marks or tags will define a hatchery production fish.
  - (4) Click SAVE PRODUCTIONS to save the production criteria for the currently set year.

The screenshot shows the 'Production Configuration' window. At the top, there are two text boxes: 'Trap Location' containing 'Test Trap' and 'Species' containing 'Chinook'. A yellow box with the number '1' is placed to the right of these boxes. Below this is a 'Hatchery' tab. Under the 'Production' sub-tab, there is a checkbox labeled 'All Marks and Tags selected must be present for the production.' with a yellow box and the number '3' next to it. To the right of this checkbox are two lists: 'Marks' and 'Tags'. The 'Marks' list contains checkboxes for AD (checked), CP, EF (checked), and E.I. The 'Tags' list contains checkboxes for CWT (checked), FLOY, JAW, and OP. A yellow box with the number '2' is placed to the right of the 'Marks' list. At the bottom right of the window, there are two buttons: 'Clear Productions' and 'Save Productions'. A yellow box with the number '4' is placed to the right of the 'Save Productions' button.

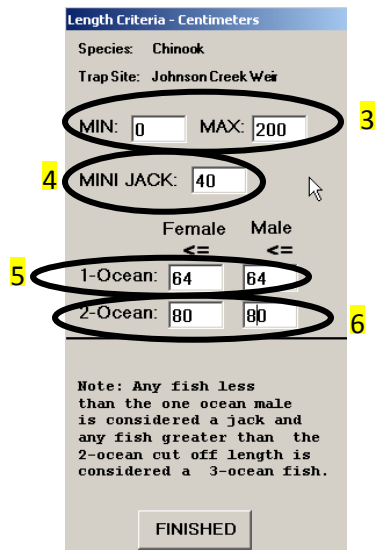
## Alternate Species

- (1) The alternate species available to be selected from the list in the trapping program can be changed using the CONFIGURE-ALTERNATE SPECIES menu item
  - (2) Use the arrows to move species between the ALL SPECIES list and the ALTERNATE SPECIES list
  - Click FINISHED. (1) The selected species will be available on the alternate species list in the trapping module.



## Length Criteria

- The length criterion specifies the length ranges for Jacks, Mini Jacks, 1-Ocean and 2-Ocean fish. These criteria will be applied only to the current species and trap site. These lengths will be used to automatically populate the Jack and Mini Jack fields.
  - (3) The MIN and MAX are the range of lengths that are accepted by the program. This is to prevent typos in the database. (4) The MINI JACK field indicates the maximum length that will be designated a mini jack.
  - (5) All lengths that are less than or equal to those entered in the 1-Ocean Male field but greater than the Mini Jack field will be designated a jack (3 yr old). Lengths that are less than or equal to those entered in the 1-Ocean Female field will be designated a 1-Ocean Female (3 yr old). (6) All lengths that are less than or equal to those entered in the 2-Ocean Males and Females fields but greater than the 1-Ocean field will be designated a 2-Ocean fish (4 yr old). Lengths that are larger than those entered in the 2-Ocean field will be designated a 3-Ocean fish (5 yr old).



## Length Required

- (1) Select the CONFIGURE-LENGTH REQUIRED if the user wants a length to be required for all records added (a check mark will be seen beside the menu item when selected).
  - With this selected, if user tries to enter a NEW RECORD and a length has not been entered, a pop-up will indicate a length is required.
  - If the menu item is not selected, the user will be able to check the JACK or MINI JACK boxes without entering a length.
  - If a record is entered with more than one fish (i.e., for a group of fish), the length requirement will be ignored.



## Set AD default

- (2) The user can set AD clip as the default for all fish (a check mark will be seen beside the menu item when selected). This is useful if only a few unmarked or other marked fish are anticipated. The AD button can be manually unselected in the trapping module when a record of a fish with different marks must be added.



## Auto Disposition

- The user can have the program automatically assign a pond to a fish based on sex and/or assign RELEASED ABOVE for all NATURAL fish. (1) A check mark will be seen beside the menu item when enabled.
  - Go to CONFIGURE-AUTO DISPOSITIONS menu, which will bring up the (2) pop-up where the user selects the pond for each sex. If sex is not being determined at time of trapping, the user can select the pond for unknown dispositions and make this pond the default. This will cause all fish to go to one pond at trapping and the Events module can be used to move fish to specific ponds when sex is determined (see section [6. Creating events](#)).
  - (3) All NATURAL fish can be assigned a disposition of RELEASED ABOVE by checking the “Set disposition to released above for all natural fish” box.
  - All of these setting can be manually overridden by clicking a different disposition for a given fish when entering records in the trapping module.

**Set Automatic Dispositions**

Male Disposition  
☒ POND 1  
☐ POND 2

Female Disposition  
☐ POND 1  
☒ POND 2

Unknown Disposition  
☒ POND 1  
☐ POND 2  
☐ MAKE DEFAULT

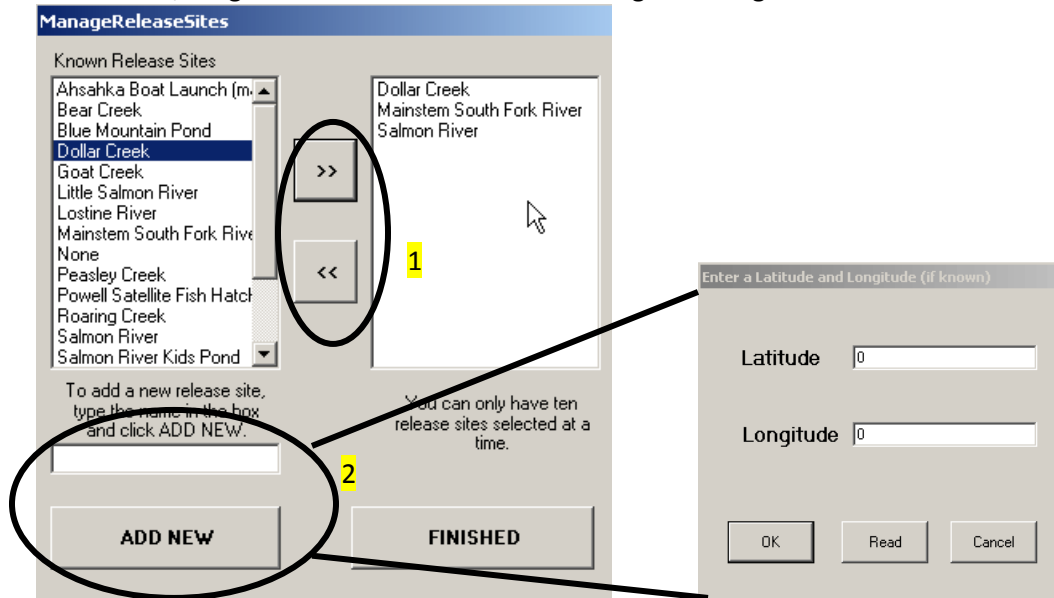
☐ SET DISPOSITION TO RELEASED ABOVE FOR NATURAL FISH (UNMARKED)

FINISHED CANCEL

CONFIGURE	VIEW	MODE	EDIT
SPECIES/SITE/DATE			
ALTERNATE SPECIES			
SHORTCUTS			
PRODUCTIONS			
LENGTH CRITERIA			
LENGTH REQUIRED			
<input checked="" type="checkbox"/> SET AD DEFAULT			
<input checked="" type="checkbox"/> AUTO DISPOSITIONS			
TAKE INFO WHEN SPAWNING			
RELEASE SITES			
TRIBAL CEREMONIAL AND SUBSISTENCE LOCATIONS			
PUBLIC FOOD DISTRIBUTION SITES			
OTHER RECEIVING ORGANIZATIONS/LOCATIONS			
UNITS			
INJECTION RULES			
MARKS APPLIED TO FISH RELEASED ABOVE			

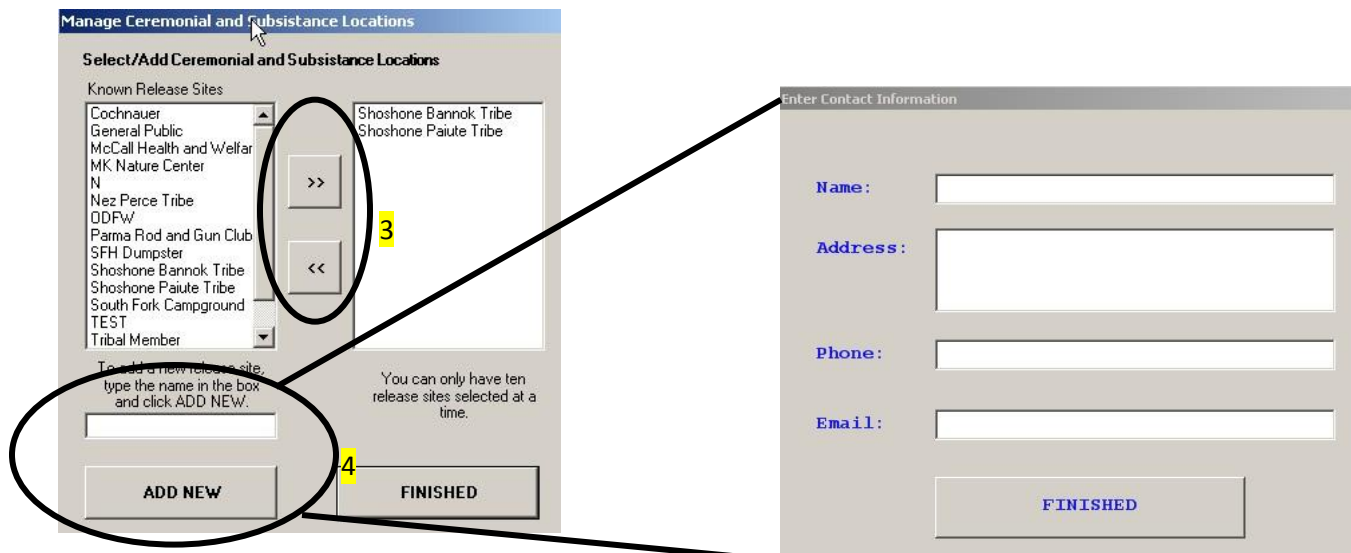
## Release sites

- The user can select/add release sites for the following (body of water only): Live Fish Releases (for RELEASE SITE disposition button), and Carcass Outplants (for CARCASS OUTPLANT carcass disposition).
  - Go to CONFIGURE-RELEASE SITES menu item. (1) Select sites to be visible in the program by using the arrows to move locations from known sites to the list on right.
  - (2) New site locations can be added to the “known release sites” by typing in a new site in the text box and clicking ADD NEW. A popup window will prompt the user for latitude and longitude of the release site. Lat/Long should be entered in decimal degrees using the WGS84 datum.



## Tribal Ceremonial and Subsistence Locations

- The user can select/add tribal sites/organizations that will receive carcasses for Ceremonial and Subsistence (for CEREMONIAL AND SUBSISTENCE carcass disposition). This list is only for tribal entities that are eligible for Ceremonial and Subsistence distribution.
  - Go to CONFIGURE-TRIBAL CEREMONIAL AND SUBSISTENCE LOCATIONS menu item. (3) Select sites to be visible in the program by using the arrows to move locations from known sites to the list on right.
  - (4) New tribal entities can be added to the known-sites list by typing a site name in the text box and clicking ADD NEW. A popup window will prompt the user for the contact information of the site.





## Public Food Distribution Sites

- The user can select/add the following types of sites that will receive carcasses for food use: Food Banks, General Public, individual Tribal Members, non-C&S tribes. This list is not for Tribal Ceremonial and Subsistence distribution sites (see Tribal Ceremonial and Subsistence Locations above).
  - Go to CONFIGURE-PUBLIC FOOD DISTRIBUTION SITES menu item. (1) Select sites to be visible in the program by using the arrows to move locations from known sites to the list on right.
  - (2) New food distribution sites can be added to known-sites list by typing in a site name in the text box and clicking ADD NEW. A popup window will prompt the user for the contact information of the site.

The screenshot displays the 'Manage Foodbanks' application window. The main window is titled 'Manage Foodbanks' and contains a section 'Select/Add Food Banks receiving carcasses'. This section has two panes: 'Known Release Sites' on the left and a list on the right. The 'Known Release Sites' list includes: Baker City Food Bank, Cascade WICAP, Clayton Food Bank, Clear Creek Food Bank, EICAP, EICAP-Challis, EICAP-Idaho Falls, EICAP-Salmon, Freedom Resource, Freedom Resource Center, Freedom Resources, Garden Valley FB, Hunger Coalition, and Kamiah Emergency Feeding. Between the panes are two arrow buttons: '>>' and '<<'. A yellow circle with the number '1' is around the '>>' button. The right pane shows 'EICAP-Challis' and 'Freedom Resource'. Below the panes, there is a text box for adding a new site, with a yellow circle and the number '2' around it. Below the text box are two buttons: 'ADD NEW' and 'FINISHED'. A message below the text box says 'To add a new release site, type the name in the box and click ADD NEW.' Another message below the buttons says 'You can only have ten release sites selected at a time.' To the right of the main window is a separate window titled 'Enter Contact Information'. It has four text boxes labeled 'Name:', 'Address:', 'Phone:', and 'Email:'. At the bottom of this window is a button labeled 'FINISHED'. A black line connects the 'ADD NEW' button in the main window to the 'Enter Contact Information' window.

## Other Receiving Organizations/Locations

- Other Receiving Organizations/Locations encompasses other locations that are not included in the Release Sites, Tribal Ceremonial and Subsistence Locations, or Public Food Distribution Sites. The user can select/add the following types of sites that will receive live fish (outside of SBHIS, not transfers): Educational organizations, Research programs. The user also can select/add the following types of sites that will receive carcasses: Processing facilities/program names, Educational organizations, Animal feed programs.
  - Go to CONFIGURE-OTHER RECEIVING ORGANIZATIONS/LOCATIONS menu item. (1) Select sites to be visible in the program by using the arrows to move locations from known sites to the list on right.
  - (2) New receiving sites can be added to known-sites list by typing in a site name in the text box and clicking ADD NEW. A popup window will prompt the user for the contact information of the site.

The screenshot shows two windows. The 'Manage Distribution Sites' window on the left has a section titled 'Select/Add receiving organization/location for the following:' with sub-sections for 'Receiving Live Fish (Outside of SBHIS):' (Educational organizations, Research program names) and 'Receiving Carcasses:' (Processing facilities/program names, Educational organizations, Animal Feed programs, General Public). Below these is a list of 'Known Release Sites' including Cochnauer, General Public, McCall Health and Welfare, MK Nature Center, N, Nez Perce Tribe, ODFW, Parma Rod and Gun Club, SFH Dumpster, Shoshone Bannok Tribe, Shoshone Paiute Tribe, South Fork Campground, TEST, and Tribal Member. A yellow circle labeled '1' highlights the right-pointing arrow (>>) between the known sites list and the 'Receiving Live Fish' list. Another yellow circle labeled '2' highlights the 'ADD NEW' button at the bottom. A text box above 'ADD NEW' contains the instruction: 'To add a new release site, type the name in the box and click ADD NEW.' To the right, the 'Enter Contact Information' window is shown with fields for Name, Address, Phone, and Email, and a 'FINISHED' button. Arrows point from the '1' and '2' circles to the 'Enter Contact Information' window.

Change  
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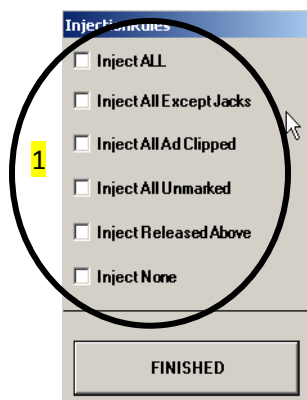
## Units

- Units for length measurements for an individual record can be set as cm, mm or in. The user can select the unit type for input and when the record is added, the program will convert them to cm (the default) in the record.

The screenshot shows the 'Units' dialog box with a title bar and standard window controls. It contains a section titled 'Select Units' with three radio button options: 'Centimeters' (which is selected), 'Millimeters', and 'Inches'. At the bottom are 'OK' and 'Cancel' buttons. A large black circle highlights the 'Select Units' section.

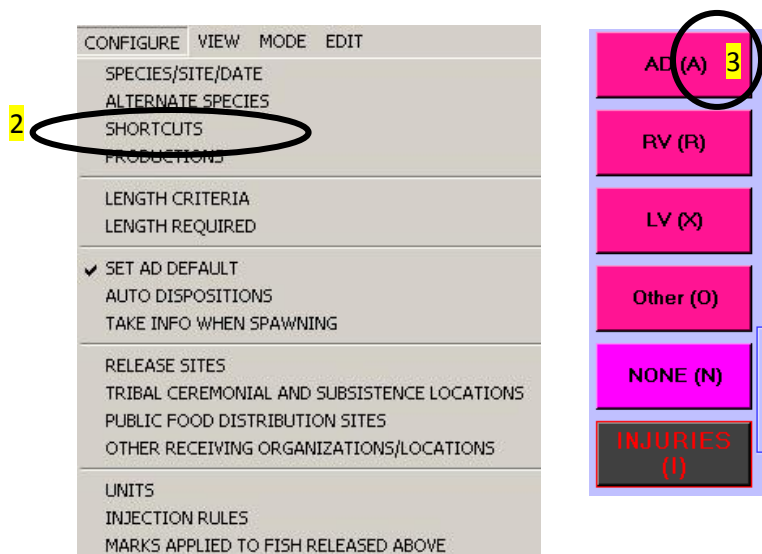
## Injections rules

- (1) Injections can be automatically selected for a fish, based on the other fish attributes selected (e.g., AD clipped, Jacks, etc.). The rule can be manually overridden if needed in the trapping program; a popup will remind the user that an injection rule is in place and ask if the user really wants to manually override the rule.



## Shortcuts

- (2) Keyboard shortcuts can be enabled by checking the CONFIGURE-SHORTCUTS menu item. (3) The shortcuts are shown on buttons in parentheses; when enabled, simply type the key in parentheses to enable the button.



### 3. Entering trapping data

#### Marks

- AD, RV, LV and NONE marks require a simple click on the buttons to select. A mark can be changed before the record is entered by selecting another mark (previously selected mark will be unselected).
- OTHER marks is used for either marks existing on the fish when trapped or marks applied to the fish after removal from the trap.
  - (1) Check the relevant mark. (2) If it is an existing mark (i.e., mark was on fish when retrieved from the trap), leave the EXISTING mark checked. If it is an applied mark (i.e., mark was applied to fish following retrieval from the trap), uncheck the EXISTING box. (3) Indicate how many of this mark type are on the fish. (4) Click ADD; mark abbreviation will appear in text box. (5) Click FINISHED to add attribute to the current fish. When record is added to database, all marks indicated will appear in the Marks column.
  - Multiple marks can be added to one fish. Select desired attributes and click ADD as many times as necessary to get all relevant marks. (6) Each time ADD is clicked, the mark is appended to the list of marks to be associated with the current fish, which is shown in the text box. When FINISHED is clicked, the entire list will be associated with the current fish.
  - Applied marks will have a prefix of "A" in the mark name to differentiate them from existing marks.

The 'Other Marks' dialog box contains a list of marks with checkboxes and quantity spinners. The 'Other (O)' button is highlighted in the sidebar. The 'LOWER LEFT OPERCULE PUNCHED' mark is selected, and its 'EXISTING' checkbox is checked. The quantity is set to 1. The 'ADD' button is clicked, and the 'FINISHED' button is also visible. The text box at the bottom shows 'LROP, CP'.

#### Sex

- Sex requires a simple click to select (Male, Female, or Unknown).

## Tags

- CWT requires a simple click to select.
- OTHER TAGS gives the option of adding OPERCULE, FLOY, JAW, RADIO, STAPLE or VISUAL IMPLANT tags. (1) Check box to select tag type. (2) If the fish has an existing tag when retrieved from the trap, check EXISTING box. If the tag is applied after retrieval from the trap, leave EXISTING box unchecked. (3) Identification numbers can be added for each tag type.

**TAGS**

Tags

☐ OPERCULE TAG    DIRECTION    COLOR    NUMBER    ☐ EXISTING

**1** ☒ **FLOY TAG**    **3**     ☒ **EXISTING** **2**

☐ JAW TAG        ☐ EXISTING

☐ RADIO TAG        ☐ EXISTING

☐ STAPLE TAG        ☐ EXISTING

☐ VISUAL IMPLANT TAG    WHICH EYE    COLOR    NUMBER    ☐ EXISTING

FINISHED    CLEAR    CANCEL



- PIT tag button gives the option to manually enter a PIT tag number. The default prefix is automatically entered. User can enter the number using the keypad on the screen with the mouse or using the keyboard. Click DONE when finished to add this PIT tag to the next fish record.

**CWT (C)**    **OTHER TAGS (T)**    **PIT (P)**

PITNumber

3D9.1BF

A	B	C	AC
D	E	F	
1	2	3	BACK SPACE
4	5	6	
7	8	9	DONE
0	.		

### Lengths and Jack/Mini-jack designation

- Length is required for all fish if this is indicated in the configuration (see [Length required](#) in the [2. Configuring data entry](#) section). If not required, JACK or MINI JACK may be selected.
- (1) Fork Length (default length type) is entered in text box either by clicking numbers or using key board.
- Additional alternate lengths can be added. Click FORK LENGTH button. (2) Enter additional lengths next to length type. All length types will be recorded when record is added to the database (up to 3 length types).
- (3) Default length type can be changed by checking the MAKE DEFAULT box next to desired type. The FORK LENGTH button will then be changed to have the new length type.

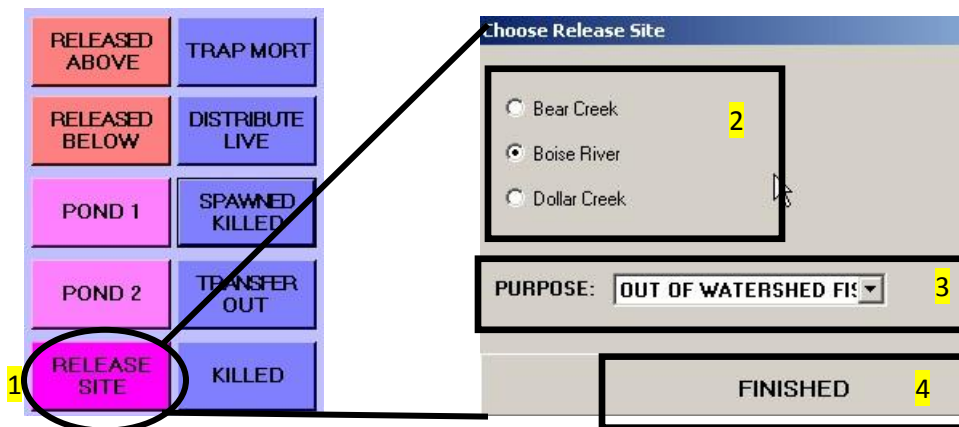
The image shows two windows from a data entry application. The 'Length (cm)' window on the left has a 'Fork Length' button highlighted with a yellow circle and a yellow '1' next to it. Below it is a numeric keypad with buttons 1-9, 0, and a decimal point. To the right of the keypad are buttons for 'AC', 'Back Space', 'JACK (J)', and 'MINI (K) JACK'. The 'Alternate Lengths' window on the right has a table with three columns: 'Length Type', 'Length', and 'Make Default'. The table contains rows for 'Total Length', 'Mid Eye to Posterior Scale', 'Mid Eye to Hypural Plate', 'Other', and 'Unknown'. A yellow '2' is next to the 'Length' column header, and a yellow '3' is next to the 'Make Default' column header. A 'FINISHED' button is at the bottom of this window.

- When entering a length that meets the Jack or Mini-Jack criteria, the JACK or MINI-JACK check box will automatically be checked and this designation will be entered in the record for this fish (see [2. Configuring data entry](#) section for how to set these criteria).
- (4) If no lengths are being recorded, but the fish is known to be a Jack or Mini-Jack, the JACK and MINI-JACK box can manually be checked.

The image shows the 'Length (cm)' window. The 'Total Length' text box contains the number '60'. The 'JACK (J)' checkbox is checked, and the 'MINI (K) JACK' checkbox is unchecked. A yellow '4' is next to the 'JACK (J)' checkbox. The numeric keypad and other buttons are also visible.

## Dispositions

- All dispositions require a simple click to select.
- Any button that was configured will retain those attributes until reset (see [Changing dispositions buttons](#)).
- **IMPORTANT NOTE:** Dispositions entered in the trapping interface should only be the *initial* dispositions. Any fish that are initially ponded and then have a different final disposition (e.g., transferred, pond mort, spawned, released) should be designated as *ponded* in the trapping module and *final dispositions* entered in the EVENTS interface (see [6. Creating Events](#) section).
- RELEASED ABOVE and RELEASED BELOW are for fish that are released immediately adjacent to the trap. (1)
  - (2) Specific Release Sites can be chosen by clicking on the RELEASE SITE button and clicking the relevant radio button. Available release sites are set in the configuration (see [Configuring Release Sites](#)).
  - (3) The purpose for the release is then selected from the drop down list.
  - (4) Clicking FINISHED selects RELEASED as the disposition (with the assigned site and purpose) for the next fish record to be added.



- PONDS are for fish that are immediately ponded after being taken from the trap.
- TRAP MORT is only for trap morts; pond morts and pre-spawn morts will be entered in events.
- DISTRIBUTED LIVE is for *live* fish that are going to an organization/location *not using SBHIS*. Live fish going to SBHIS organizations/locations should have a disposition of TRANSFERRED OUT. Fish *carcasses* that are distributed should have a disposition that gets them dead with an appropriate carcass disposition.
- SPAWNED KILLED in the trapping module is only for fish that are spawned directly from the trap (not ponded first).
- TRANSFERRED OUT in the trapping module is only for live fish going to SBHIS organizations/locations directly from the trap (not ponded first). The receiving locations are only those that will be able to check for transfers to get a corresponding TRANSFERRED IN record at the receiving location.
- KILLED in the trapping module is only for fish that are killed directly from the trap (not ponded first).

### Number of fish

- (1) The default value is “1” for ease of entering individual fish with detailed attribute information (length, mark, etc.). Groups of fish also can be entered as one record by changing the number of fish indicated in COUNT. Entering groups of fish is only recommended when detailed attribute information cannot be collected at trapping.

INJECTED	SAMPLES (S)	COMMENT
--Default--	Count	1
Blue Catfish	1	1

### Injuries

- Injuries can be associated with each fish record by clicking the INJURIES button. Injuries can be selected by checking boxes on the list; multiple selections are allowed.

AD (A)

RV (R)

LV (X)

Other (O)

NONE (N)

INJURIES (I)

**Injuries**

<input type="checkbox"/> Anal Fin Damage	<input type="checkbox"/> Bloated
<input type="checkbox"/> Body Injury	<input type="checkbox"/> Body Scars
<input type="checkbox"/> Caudal Fin Damage	<input type="checkbox"/> Damaged Eye - Left
<input type="checkbox"/> Damaged Eye Right	<input type="checkbox"/> Dis-orbited Eye
<input type="checkbox"/> Dorsal Fin Damage	<input type="checkbox"/> Fish Hook
<input type="checkbox"/> Fungus	<input type="checkbox"/> Gas Bubble Trauma
<input type="checkbox"/> Gill Net	<input type="checkbox"/> Hemorrhage
<input type="checkbox"/> Jaw Damage	<input type="checkbox"/> Kelt
<input type="checkbox"/> Mortality	<input type="checkbox"/> Opercule Damage
<input type="checkbox"/> Parasite	<input type="checkbox"/> Pectoral Fin Damage
<input type="checkbox"/> Pelvic Fin Damage	<input type="checkbox"/> Poor Fin Clip
<input type="checkbox"/> Possible BKD	<input type="checkbox"/> Possible Whirling Disease
<input type="checkbox"/> Scoliosis	

FINISHED



## Samples

- Any samples collected can be associated with a specific fish by clicking the SAMPLES button
- (1) Select the sample type from the drop-down menu, (2) enter the unique sample identification in the NUMBER box, (3) click ADD A SAMPLE.
  - (4) The sample to be added to the record will appear in the list below. Multiple samples can be added to one record by repeating the same procedure above.

Idaho Department of Fish and Game Trap Entry - Clearwater Fish Hatchery

FILE DATA GRID CONFIGURE VIEW MODE EDIT

AD (A) MALE (M) FEMALE (F) UNKNOWN (U)

RV (R) CWT (C) OTHER TAGS (T) PIT (P)

LV (X) INJECTED SAMPLES (S) COMMENT

Sample Data

Type: GENETICS Number: 555

ADD A SAMPLE

Sample Type	Sample Number
GEN	555

FINISHED

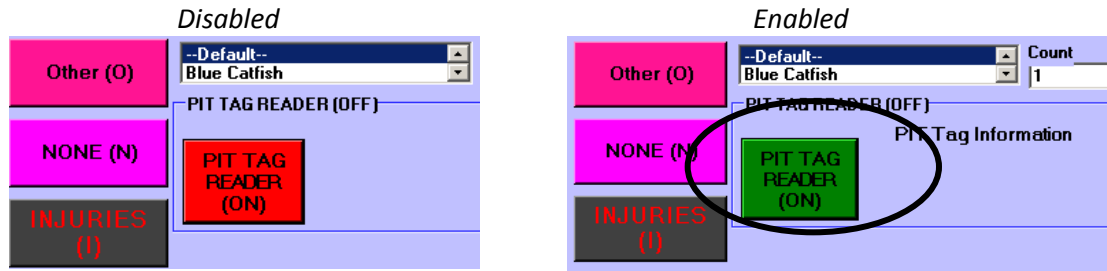
## Recaptures

- A recaptured fish can be designated by clicking the RECAPTURE button (dark GREEN when enabled). When the record is added, there will be a "1" in the recapture field to designate a recaptured fish (all other non-recap fish will be designated with a "0").

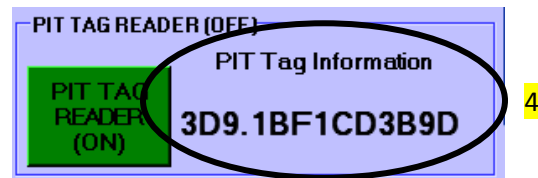
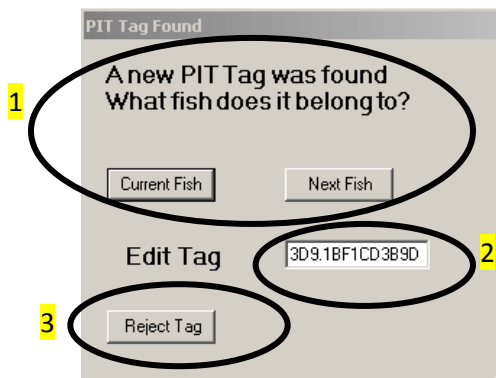
NEW RECORD RECAPTURE CLEAR

## PIT Reader

- A PIT tag reader can be used to automatically associate PIT numbers with a fish record. Click PIT TAG READER to enable this function (GREEN when enabled).



- With the PIT reader connected to the computer using a serial port or USB and the PIT READER button enabled in the program, scan the fish with the PIT wand. (1) If a PIT tag is found by the wand, a popup menu will appear with the tag number (tag number can be edited in the text box if needed).
- (2) The user will be prompted to indicate which fish the tag is associated with, the CURRENT FISH or NEXT FISH.
  - If the CURRENT FISH button is selected, then the PIT number will be associated with the fish attributes for the record that is added immediately after the PIT popup is closed.
  - The NEXT FISH button will associate the PIT number with the 2<sup>nd</sup> record added after the popup is closed. The NEXT FISH selection is useful if scanning of fish occurs ahead of collecting the other fish attributes.
  - (3) The REJECT TAG button will ignore the tag information and the PIT number will not be associated with any records
- (4) The PIT number will appear next to the enabled PIT READER button for the fish that the data will be associated with. (5) When the record is added, the PIT number will be associated with that individual fish.



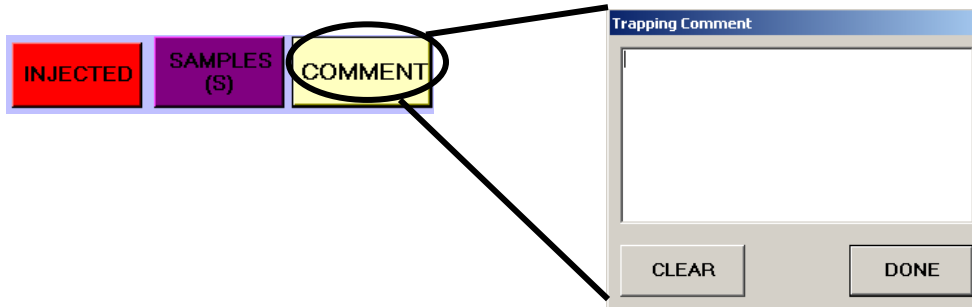
	TrapDate	Marktype	Sex	Jack	Length	Disp1	Recapture	PIT	Injected	RecordID
▶	6/11/2009	AD	M	<input type="checkbox"/>	66	POND 1	1	3D9.1BF1695...	<input type="checkbox"/>	4
	6/11/2009	AD_RV_LV	M	<input checked="" type="checkbox"/>	56	POND 2	0	3D9.1BF1CD3...	<input type="checkbox"/>	3

## Injections

- Click INJECTED for fish that are getting injections.

## Comments

- Additional comments may be added by clicking the COMMENTS button and entering text in the box (up to 254 characters).



## Fin Erosion

- (1) Check the FIN EROSION box to indicate an eroded fin was observed.
  - After adding the record, (2) presence of an eroded fin will be indicated in the MARKS field (EF).
- **IMPORTANT NOTE:** The user may wish to use fin erosion as an indicator of hatchery origin fish (in the absence of marks or tags). Eroded fin (EF) must be selected in the Production Configuration for the program to designate fish with eroded fins as hatchery in origin (see [Production Configuration](#)). After EF is selected in the Production Configuration, records that have EF marks will have the NATURAL field unchecked indicating a hatchery origin fish.



## 4. Editing trapping data

### Individual records

- An individual record can be edited in the program (see [Editing trapping attributes](#) section).
- **IMPORTANT NOTE:** Any edits that are made to existing records will be applied to the main database after the next upload. Locally in the program (i.e., in the Trap.mdb file), the changes are immediate. However, changes to records can only be applied to the main database after uploading the edits.

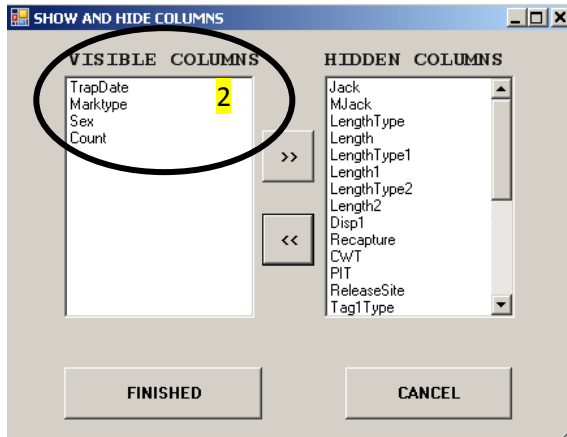
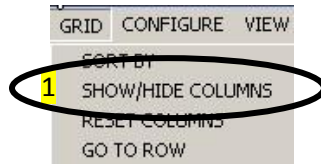
### Global attributes

- The species, site or date for an individual record or group of records can be changed.
  - Select one or more records in the grid. Go to EDIT-SPECIES/SITE/DATE, select the relevant information and click finished (see [Species/Site/Date](#) section). These records will then be moved to the appropriate grid by trap location and target species.
- **IMPORTANT NOTE:** Any edits that are made to existing records will be applied to the main database after the next upload. Locally in the program (i.e., in the Trap.mdb file), the changes are immediate. However, changes to records can only be applied to the main database after uploading the edits.

## 5. Viewing trapping data

### Grid

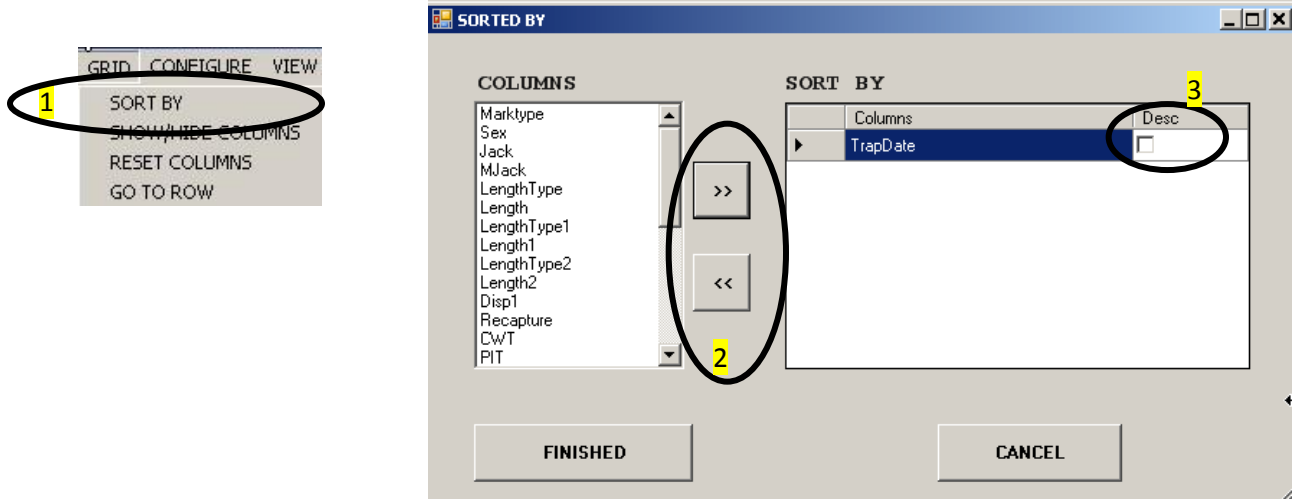
- Data can be viewed in the program in the grid at the bottom of the screen (see [trapping data grid](#) section).
  - The species (i.e., target or non-target) to be viewed can be selected by choosing the desired species in CONFIGURE-SPECIES/SITE/DATE menu item (see [Species/site/date](#) section).
- The columns of the grid can be rearranged to accommodate the individual user's needs.
  - Columns can be moved by clicking and holding a column heading in the grid, and dragging the heading to the desired location.
  - The user can chose to only see certain columns in the grid. (1) Go to GRID-SHOW/HIDE COLUMNS in the menu. (2) The arrows can be used to move columns between the VISIBLE COLUMNS and HIDDEN COLUMNS list. (3) Those columns in the VISIBLE COLUMNS list will be the only ones visible in the grid.



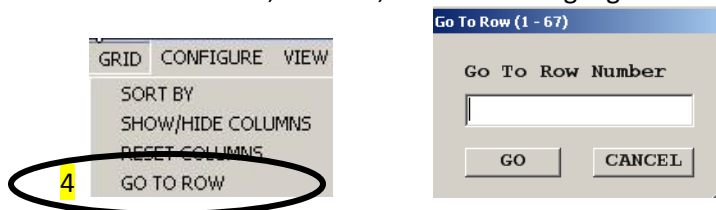
 A screenshot of the trapping data grid. The grid has five columns: 'TrapDate', 'Marktype', 'Natural', 'Sex', and 'Count'. The first row is highlighted in orange. The second row is highlighted in cyan. The third row is highlighted in white. The fourth row is highlighted in cyan. The fifth row is highlighted in white. The sixth row is highlighted in cyan. The column headers are circled with a black oval, and a yellow '3' is placed next to the circle.

TrapDate	Marktype	Natural	Sex	Count
5/12/2009	AD	<input checked="" type="checkbox"/>	M	1
5/12/2009	AD	<input type="checkbox"/>	M	1
5/12/2009	AD	<input type="checkbox"/>	M	1
5/12/2009	AD	<input type="checkbox"/>	M	1
5/12/2009	AD	<input type="checkbox"/>	M	1
5/12/2009	AURQP	<input type="checkbox"/>	M	1

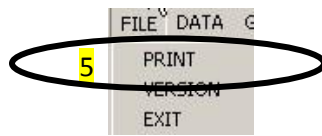
- Columns can be sorted by selected data attributes. (1) Go to GRID-SORT BY in the menu, select the columns to sort by from the COLUMNS list, and (2) use the arrows to move them to the SORT BY list. (3) Check the DESC box if the data is to be sorted in descending order (uncheck for ascending). The grid can be sorted using multiple attributes; the primary sorting attribute will be at the top of the list.



- The columns can be put back to the default order, with all visible, by going to GRID-RESET COLUMNS in the menu. The grid settings will be maintained, even upon shut down and start up of the program, until this reset menu item is clicked.
- The user can go to a specific row in the grid by using the (4) GRID-GO TO ROW menu item. Enter the desired row number, click GO, and this will highlight the record in the grid.



- The data can be printed showing the current grid configuration by (5) clicking FILE-PRINT. All data for the current target species and site will be printed in the grid configuration set up in the trapping module.



## Summary

- A summary of trapping data records can be viewed within the program. Go to VIEW-SUMMARY to open the summary. These totals include the primary species only, from the current site.
  - IMPORTANT NOTE:** This summary should be used to verify trapping totals *in the program (i.e., in the local Trap.mdb file)* against the hatchery's records to ensure all data was entered correctly. Summary should be verified against the hatchery records *each day data is entered into the program*.
  - (1) Users can choose the dates to be included in the summary totals. The user can view totals (a) for the current year by clicking radio button THIS YEAR, (b) for the current date by clicking radio button TODAY, or (c) for a range of dates by choosing a start and end date from the drop-down calendar or by typing in the dates.
  - (2) Users can see totals with or without recaptures by toggling the INCLUDE RECAPTURES button (turns green when enabled).
  - (3) Click the REFRESH SUMMARY button to refresh the totals based on the user's selections.
  - (4) The summary shows the data grouped by the following: Male/Female/Unknown; Adult/3 year old; hatchery/natural origin; dispositions. Adult and 3 year old totals are determined using the length criteria defined in configuration (see [Length Criteria](#) section). Hatchery and natural origin totals are determined using production criteria defined in configuration (see [Productions](#) section).
  - (5) The summary can be exported to an Excel file using the MAKE FILE button.

TrapSummaryFormRevised ~ Chinook

Choose Date Range

☐ This Year ☐ Today

Start Date: 11/ 1/2000 End Date: 11/ 8/2000

Refresh Summary (3)

Include Recaptures (2)

Make File (5)

[Report an Issue](#) [View Web Summary](#) (6)

	DIED	DISTRIBUTED LIVE	KILLED	PONDED	RELEASED	SPAWNED KILLED	Totals	
Hatchery Origin	Adult Males	1		3	79	2	88	
	Adult Females	1	1	1	75	2	81	
	Adult Unknown	0	0	0	1	0	1	
	<b>Total Adults</b>	<b>2</b>	<b>2</b>	<b>4</b>	<b>155</b>	<b>4</b>	<b>170</b>	
	3 y/o Males	0	0	0	6	0	6	
	3 y/o Females	0	0	0	4	0	4	
	3 y/o Unknown	0	0	0	0	0	0	
	<b>3 y/o Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>10</b>	<b>0</b>	<b>10</b>	
<b>Hatchery Total</b>	<b>2</b>	<b>2</b>	<b>4</b>	<b>165</b>	<b>4</b>	<b>3</b>	<b>180</b>	
Natural Origin	Adult Males	0	0	0	16	2	18	
	Adult Females	0	0	0	8	2	10	
	Adult Unknown	0	0	0	0	0	0	
	<b>Total Adults</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>24</b>	<b>4</b>	<b>0</b>	<b>28</b>
	3 y/o Males	0	0	0	0	0	0	
	3 y/o Females	0	0	0	0	0	0	
	3 y/o Unknown	0	0	0	0	0	0	
	<b>3 y/o Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Natural Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>24</b>	<b>4</b>	<b>0</b>	<b>28</b>	
<b>Grand Total</b>	<b>2</b>	<b>2</b>	<b>4</b>	<b>189</b>	<b>8</b>	<b>3</b>	<b>208</b>	

- (1) VIEW WEB SUMMARY link allows the users to see a summary based on *data that has been uploaded to the main database* rather than the local data in the program. (2) The link goes to the web, queries the main database, and returns a summary of uploaded data via a web site in the exact same configuration as the summary in the program (i.e., same date range, same groupings).
- **IMPORTANT NOTE:** Comparing the summary in the program (local) against the web summary (main database) allows the user to compare data entered in the program to data uploaded, respectively. Summaries should be compared each day data is uploaded to the main database. Any discrepancies need to be reported immediately so uploading problems can quickly be identified and fixed.
- Problems with the program or the web query can be reported by clicking on (3) REPORT AN ISSUE on either summary.
  - A text box can be used in the (4) program or (5) web summary to type a brief explanation of the problem and the user's contact info. This will be sent to SBHIS personnel to investigate the problem and they will respond with results.

The screenshot displays the 'TrapSummaryForm Revised ~ Chinook' application. At the top, there are controls for 'Choose Date Range' (This Year, Today), 'Start Date' (11/ 1/2000), and 'End Date' (11/ 8/2000). Buttons for 'Refresh Summary', 'Include Recaptures', and 'Make File' are also present. A 'Report an Issue' button (3) and a 'View Web Summary' link (1) are highlighted. Below these is a table with columns: DIED, DISTRIBUTED LIVE, KILLED, PONDED, RELEASED, SPAWNED KILLED, and Totals. The table is divided into 'Hatchery Origin' and 'Natural Origin' sections. A 'Summary Issue' dialog box (4) is open, showing a text area with 'I have an issue!'. A 'Report an Issue' dialog box (5) is also shown, with a text area for 'Please provide a description of the problem' and a 'Send Report' button. A large table (2) is shown at the bottom, which is a duplicate of the one in the main application window.

	DIED	DISTRIBUTED LIVE	KILLED	PONDED	RELEASED	SPAWNED KILLED	TOTAL
Adult Male	1	1	3	79	2	2	88
Adult Female	1	1	1	75	2	1	81
Adult Unknown	0	0	0	1	0	0	1
<b>Adult Total</b>	<b>2</b>	<b>2</b>	<b>4</b>	<b>155</b>	<b>4</b>	<b>3</b>	<b>170</b>
3 y/o Male	0	0	0	6	0	0	6
3 y/o Female	0	0	0	4	0	0	4
3 y/o Unknown	0	0	0	0	0	0	0
<b>3 y/o Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>10</b>	<b>0</b>	<b>0</b>	<b>10</b>
<b>Hatchery Total</b>	<b>2</b>	<b>2</b>	<b>4</b>	<b>165</b>	<b>4</b>	<b>3</b>	<b>180</b>
Adult Male	0	0	0	16	2	0	18
Adult Female	0	0	0	8	2	0	10
Adult Unknown	0	0	0	0	0	0	0
<b>Adult Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>24</b>	<b>4</b>	<b>0</b>	<b>28</b>
3 y/o Male	0	0	0	0	0	0	0
3 y/o Female	0	0	0	0	0	0	0
3 y/o Unknown	0	0	0	0	0	0	0
<b>3 y/o Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Natural Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>24</b>	<b>4</b>	<b>0</b>	<b>28</b>
<b>Grand Total</b>	<b>2</b>	<b>2</b>	<b>4</b>	<b>189</b>	<b>8</b>	<b>3</b>	<b>208</b>



### Recaptures

- Go to VIEW-RECAPTURES on the menu to see total number of recaptures.

ReCapture Review	
ReCapture Totals	
Today	Total
0	1
<div>FINISHED</div>	

### Export to Excel

- Trapping data can be exported to Excel by going to DATA-EXPORT TO EXCEL in the menu.
- The user will be prompted to enter (1) the dates of interest or check EVERYTHING for all dates. (2) The user also can export a variety of charts based on the exported data.

What Data would you like to see?

Start Date  
6/ 6/2011

End Date  
6/ 6/2011

☐ Everything

☒ No Charts

FINISHED CANCEL

Check "everything"  
button function

- The resulting Excel file will have all the trapping data in one worksheet, (1) with the same fields as those seen in the program's grid. This allows the user to use the raw data as they wish, such as creating their own summaries of the data using pivot tables.

1	A	B	C	D	E	F	G	H	I	J	K	L	M	N
	RecordID	TrapDate	Marks	Natural	Sex	Mini Jack	Jack	Length Type	Length	Length Type1	Length1	Length Type2	Length2	Disposition
2	1	11/4/2000	UNM	No	F	No	No	UN	0	UN	0	UN	0	PONDED
3	3	11/4/2000	LV	No	M	No	No	UN	0	UN	0	UN	0	PONDED
4	5	11/4/2000	UNM	Yes	M	No	No	UN	0	UN	0	UN	0	PONDED
5	6	11/4/2000	UNM	Yes	F	No	No	UN	0	UN	0	UN	0	PONDED
6	7	11/4/2000	AD	No	M	No	No	FL	69	UN	0	UN	0	PONDED
7	8	11/4/2000	AD	No	F	No	No	FL	67	UN	0	UN	0	PONDED
8	9	11/4/2000	AD	No	M	No	Yes	FL	60	UN	0	UN	0	PONDED
9	10	11/4/2000	AD	No	F	No	No	FL	68	UN	0	UN	0	PONDED
10	11	11/4/2000	FB	Yes	M	No	No	UN	0	UN	0	UN	0	PONDED
11	12	11/4/2000	LROP,ARPP,2	Yes	F	No	No	UN	0	UN	0	UN	0	PONDED
12	13	11/4/2000	ROP,ALOP	Yes	M	No	No	UN	0	UN	0	UN	0	PONDED
13	14	11/4/2000	AD,RV,UROP	No	M	No	No	UN	0	UN	0	UN	0	PONDED
14	15	11/4/2000	LLOP,ALROP	Yes	M	No	No	UN	0	UN	0	UN	0	PONDED
15	16	11/4/2000	AEJ,ACP,ALC	Yes	M	No	No	UN	0	UN	0	UN	0	PONDED
16	17	11/4/2000	AFB,AULOP,2	Yes	M	No	No	UN	0	UN	0	UN	0	PONDED
17	18	11/4/2000	UCP,PP,LPP	Yes	M	No	No	UN	0	UN	0	UN	0	PONDED
18	19	11/4/2000	UNM	Yes	F	No	No	UN	0	UN	0	UN	0	RELEASED
19	20	11/4/2000	AD	No	F	No	No	UN	0	UN	0	UN	0	RELEASED
20	21	11/4/2000	AD	No	M	No	No	UN	0	UN	0	UN	0	RELEASED
21	22	11/4/2000	AD	No	F	No	No	UN	0	UN	0	UN	0	RELEASED
22	23	11/4/2000	AD	No	M	No	No	UN	0	UN	0	UN	0	DIED
23	24	11/4/2000	AD	No	F	No	No	UN	0	UN	0	UN	0	DIED
24	25	11/4/2000	AD	No	M	No	No	UN	0	UN	0	UN	0	DISTRIBUTED
25	26	11/4/2000	AD	No	F	No	No	UN	0	UN	0	UN	0	KILLED

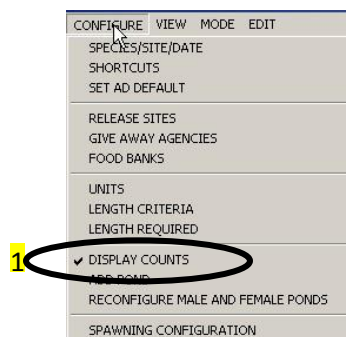
## 6. Introduction to events module

### What is an event?

- The program has two different modules: Trapping and Event/Spawning
  - Trapping module should be used to enter all the **initial dispositions** of trapped fish **prior to and including ponding**.
  - Events module is used to enter any **changes in fish dispositions** of ponded fish **after ponding**.
- The event types can be classified into three general types:
  - MOVEMENT BETWEEN PONDS
  - NON-SPAWNING EVENTS (transfers out, mortalities, releases after being ponded, fish killed)
  - SPAWNING

### Opening the events module and ponded-fish tally

- Click on MODE-EVENTS to get to the events module
  - (1) The user can see the total number of fish in each pond by checking the menu item CONFIGURE-DISPLAY COUNTS. (2) This will update the number of fish in each pond
    - Pond totals will update following each event; users will know total available fish at all times.
  - (3) The events grid shows the event records. (4) All records in the program will be shown when the ALL button is highlighted. (5) Only the current date's records will be shown when TODAY is highlighted (current date set in [Species/Site/Date](#)). Users can click on either button to enable.

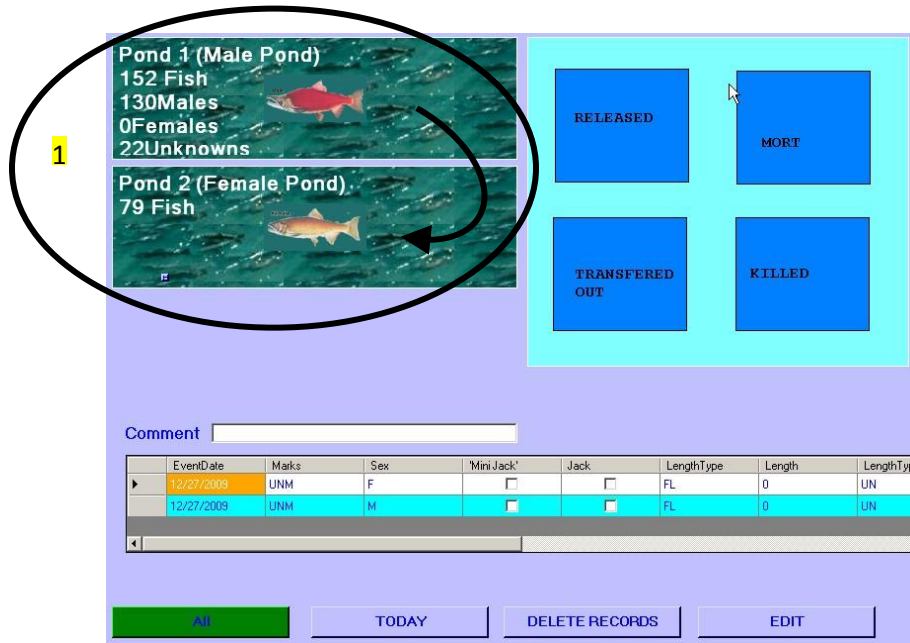


A screenshot of the main events module interface. The interface includes a header bar with 'Transfer/Kill/Mortality Entry - Test Hatchery - Chumco - Millimeters - 11/18/2000'. Below the header, there are two panels on the left showing pond totals: 'Pond 1 (Male Pond)' with 89 Fish (86 Males, 2 Females, 1 Unknowns) and 'Pond 2 (Female Pond)' with 86 Fish (1 Male, 85 Females, 0 Unknowns). To the right of these panels are four buttons: RELEASED, MORT, TRANSFERRED OUT, and KILLED. Below these buttons are two buttons labeled 'ALL' (labeled '4') and 'TODAY' (labeled '5'). At the bottom is a large table of event records (labeled '3'). The table has columns for EventDate, Marks, Sex, Min Jack, Jack, LengthType, Length, Length1, Length1.yes1, Length1, Length1.yes2, Length2, FishSource, Disposition, Purpose, Carcass Disp, and Cvt. The table contains multiple rows of event data.

## 7. Entering event data

### Events that move fish between ponds

- (1) Movement between ponds can be done by dragging and dropping fish between ponds
  - Click and hold on the fish in one of the ponds. Drag and drop from one pond to another.



- This will prompt the user to enter the number of fish to be moved

How many fish would you like to transfer?

Count

**FINISHED**

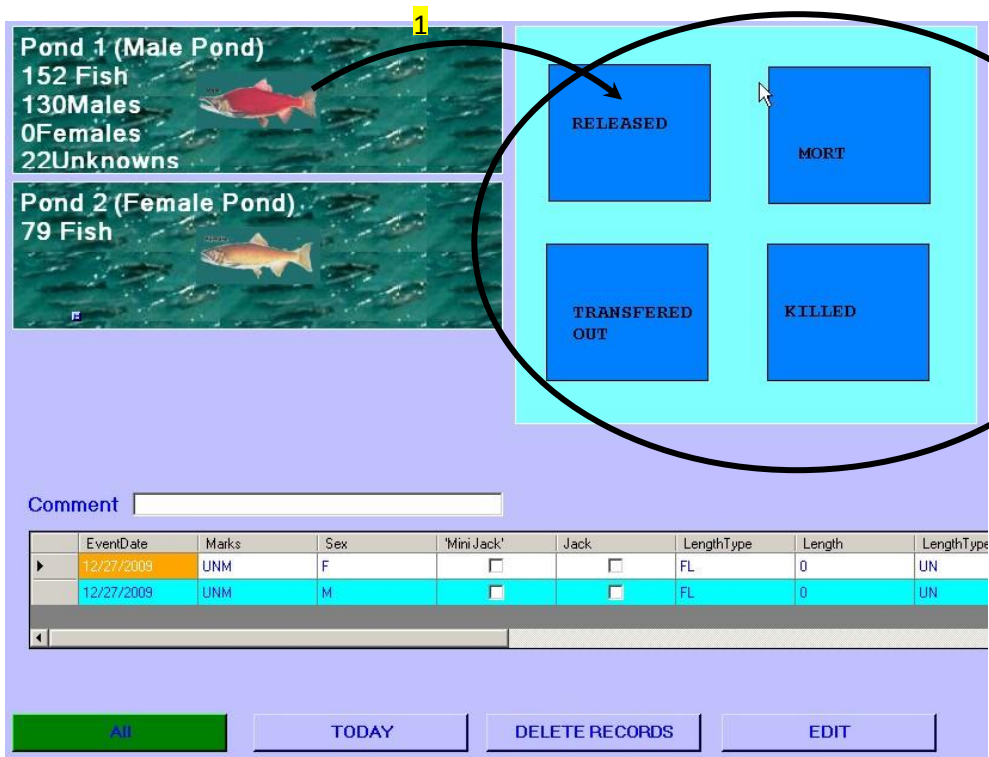
Press Esc To Cancel

- The program first will automatically move fish that match the sex designated for the *destination* pond. If there are no fish in the source pond of that sex available, then the program will automatically move unknown sex fish. If neither of these are available in the source pond, then the program will automatically move the other sex.
- (2) The event records will appear at the bottom, showing the FISH SOURCE (source pond), DISPOSITION (PONDED), PURPOSE (MOVE TO DIFFERENT POND (SAME FACILITY), DESTINATION (destination pond).

	FishSource	Disposition	Purpose	'Carcass Disp'	CWT	PIT	Destination
2	Pond 1	PONDED	MOVE TO DIFFERENT POND (SAME FACILITY)		<input type="checkbox"/>		Pond 2

### Non-spawning events

- For non-spawning events, click on MODE-TRANSFERS. This will enable the non-spawning events page and a checkmark will appear beside the menu item.
  - (1) Click and hold on the fish in one of the ponds. Drag and drop from one pond to the desired disposition box at the right.



### Non-spawning events: Releases

- For fish dragged to the RELEASED box, the user will be prompted to (1) enter the number of fish, (2) select release type, (3) select release location (if relevant), (4) select purpose for the release, and (5) enter any mark/tag/sample information using the OTHER INFO button.
  - RELEASED ABOVE and RELEASED BELOW are for fish that are released from the pond to immediately adjacent to the trap.
  - RELEASED should be used for all other releases away from the trap.
    - Specific Release Sites can be chosen by clicking on the RELEASED button and (3) selecting the relevant location (available release locations are setup in [Release Sites](#) configuration).
  - DISTRIBUTED LIVE is for *live* fish that are going to an organization/location *not using SBHIS*. Live fish going to SBHIS organizations/locations should have a disposition of TRANSFERRED OUT.
    - Specific locations can be chosen by clicking on the DISTRIBUTED LIVE button and (3) selecting the relevant location (available locations are setup in [Other Receiving Organizations/Locations](#) configuration).

The screenshot shows a dialog box titled "How many fish are being released?". It contains several fields and buttons, with numbered callouts indicating the sequence of user actions:

- Callout 1:** Points to the "How Many?" label and the adjacent text input field.
- Callout 2:** Points to the "Disposition" section, which contains four radio button options: "Released Above", "Released Below", "Distributed Live", and "Released".
- Callout 3:** Points to a list box containing three location names: "Bear Creek", "Boise River", and "Dollar Creek".
- Callout 4:** Points to the "PURPOSE:" label and the dropdown menu currently showing "NATURAL SPAWNING".
- Callout 5:** Points to the "OTHER INFO" button.

Other visible elements include a "Comments" label, a "FINISHED" button, and a "CANCEL" button.



- OTHER INFO button: This allows the user to enter attributes of the fish to be released, such as lengths, samples, marks or tags. If attributes are added here, the OTHER INFO button will turn green.
  - Specific fish can be fetched by entering tag numbers (PIT or other). (1) Click on OTHER TAGS or PIT, (2) enter the relevant tag information and click FINISHED. (3) If a specific fish is found in the trapping records based on tag number, a popup window will indicate that the fish's attributes will be used for the event record.
  - Click FINISHED to include the OTHER INFO attributes in the events record.

How many male fish would you like to sample? (Press esc key to cancel)

AD (A)	MALE (M)	FEMALE (F)
RV (R)	CWT (C)	OTHER TAGS (T) <b>1</b>
LV (L)	Length (cm):	
Other (O)	How many? 1	
NONE (N)	Unknown 0	
SAMPLES (S)	1	2
CLEAR	4	5
FINISHED	7	8
	0	9
		.
		AC
		Back Space
		JACK (J)
		MINI (K)
		JACK

TAGS

Tags

☒ OPERCULE TAG LEFT RED

NUMBER 1122 ☐ EXISTING

☐ FLOY TAG ☐ EXISTING

☒ JAW TAG FFF ☐ EXISTING **2**

☐ RADIO TAG ☐ EXISTING

☐ STAPLE TAG ☐ EXISTING

☐ VISUAL IMPLANT TAG WHICH EYE COLOR

NUMBER ☐ EXISTING

**FINISHED** CLEAR CANCEL

TrapEntryPlatform

An existing tag was found in the trap table, and it's info will be used

**3** OK

- After all the release attributes are selected, click FINISHED to add the event record. The event record will (4) have the pond of origin as the 'FishSource', (5) RELEASED as the 'Disposition', (6) selected purpose as the 'Purpose', and (7) selected location as 'Destination'. Any attributes entered in OTHER INFO will be included in the record.

FishSource	Disposition	Purpose	Carcass Disp'	CWT	PIT	Destination
<b>4</b> POND 1	RELEASED <b>5</b>	OUT OF WATERSHED FISHERY <b>6</b>		<input type="checkbox"/>		BOISE RIVER <b>7</b>

Non-spawning events: Transferred out

- For fish dragged to the TRANSFERRED OUT box, the user will be prompted to (1) select where the transferred out fish are going and (2) the number of fish (HOW MANY).
  - TRANSFERRED OUT is for *live* fish that are going to SBHIS organizations/locations. Live fish going to an organization/location *not using SBHIS* should have a disposition of DISTRIBUTED LIVE.
  - The list of transfer sites includes both hatcheries and traps.
- (3) Click OTHER INFO to enter attributes of fish to be transferred out (see [Other Info button](#) section).

How many fish are being transferred out?

1

Crooked River Satellite Fish Hatchery  
Eagle Fish Hatchery  
McCall Satellite Fish Hatchery  
Oxbow Fish Hatchery  
Pahsimeroi Fish Hatchery  
Powell Satellite Fish Hatchery  
Rapid River Fish Hatchery  
Red River Satellite Fish Hatchery  
Sawtooth Fish Hatchery  
McCall Fish Hatchery  
Nez Perce Tribal Fish Hatchery

How Many? 1

2

Comments

FINISHED OTHER INFO CANCEL

3

- After all the transfer attributes are selected, click FINISHED to add the event record. The event record will have (4) the pond of origin as the 'FishSource', (5) TRANSFERRED as the 'Disposition', (6) MOVE TO DIFFERENT FACILITY as the purpose, and (7) the receiving location as the 'Destination'. Any attributes entered in OTHER INFO will be included in the record.

	FishSource	Disposition	Purpose	'Carcass Disp'	CWT	PIT	Destination
4	POND 1	5 TRANSFERRED	6 MOVE TO DIFFERENT FACILITY		<input type="checkbox"/>		7 TEST TRAP 2
	POND 1	TRANSFERRED	MOVE TO DIFFERENT FACILITY		<input type="checkbox"/>		TEST TRAP 2



### Non-spawning events: Mortalities

- For fish dragged to the MORT box, the user will be prompted to (1) select the type of mortality (POND MORT or PRESPAWN MORT), (2) select the carcass disposition, (3) select the destination (if relevant for the selected carcass disposition), and (4) enter the number of fish in the COUNT box. The list of available destinations is setup in the configuration (see [Release Sites](#) and [Other Receiving Organizations/Locations](#) sections).
  - (5) Click OTHER INFO to enter attributes for the mortalities (see [Other Info button](#) section).

- After all the mort's attributes are selected, click FINISHED to add the event record. The event record will have (6) the pond of origin as the 'FishSource', (7) DIED as the 'Disposition', (8) the mort type as the 'Purpose', (9) the carcass disposition as the 'Carcass Disp', and (10) the receiving organization/location as the 'Destination' (if relevant to the selected carcass disposition). Any attributes entered in OTHER INFO will be included in the record.

6	FishSource	Disposition	Purpose	'Carcass Disp'	OWT	PIT	Destination
	POND 1	DIED 7	PRESPAWN MORT 8	CARCASS OUTPLANT FOR NUTRIENT ENHANCEMENT 9	<input type="checkbox"/>		DOLLAR CREEK 10
	POND 1	TRANSPERRED	MOVE TO NEEDE		<input type="checkbox"/>		TEST TRAPS

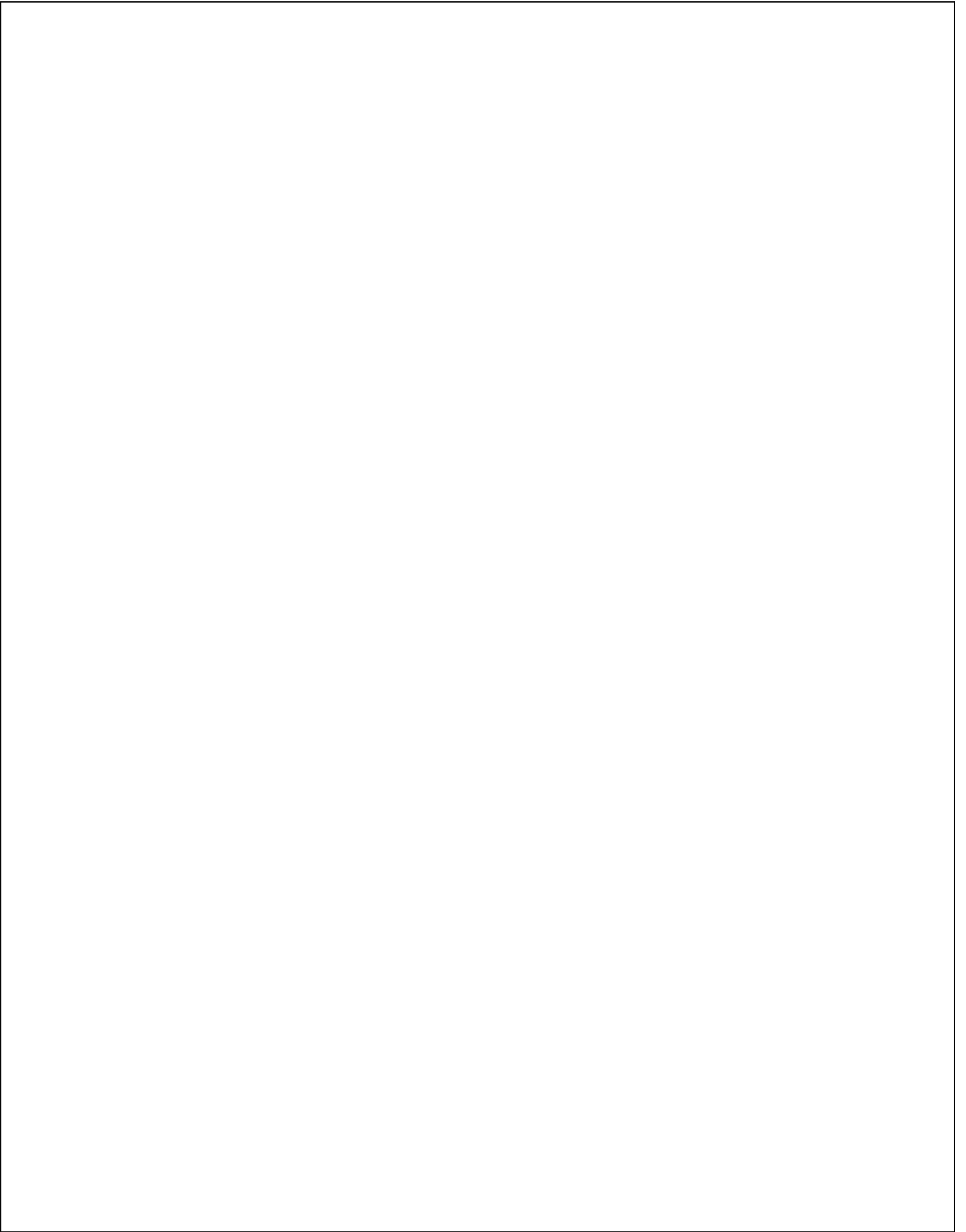
### Non-spawning events: Killed

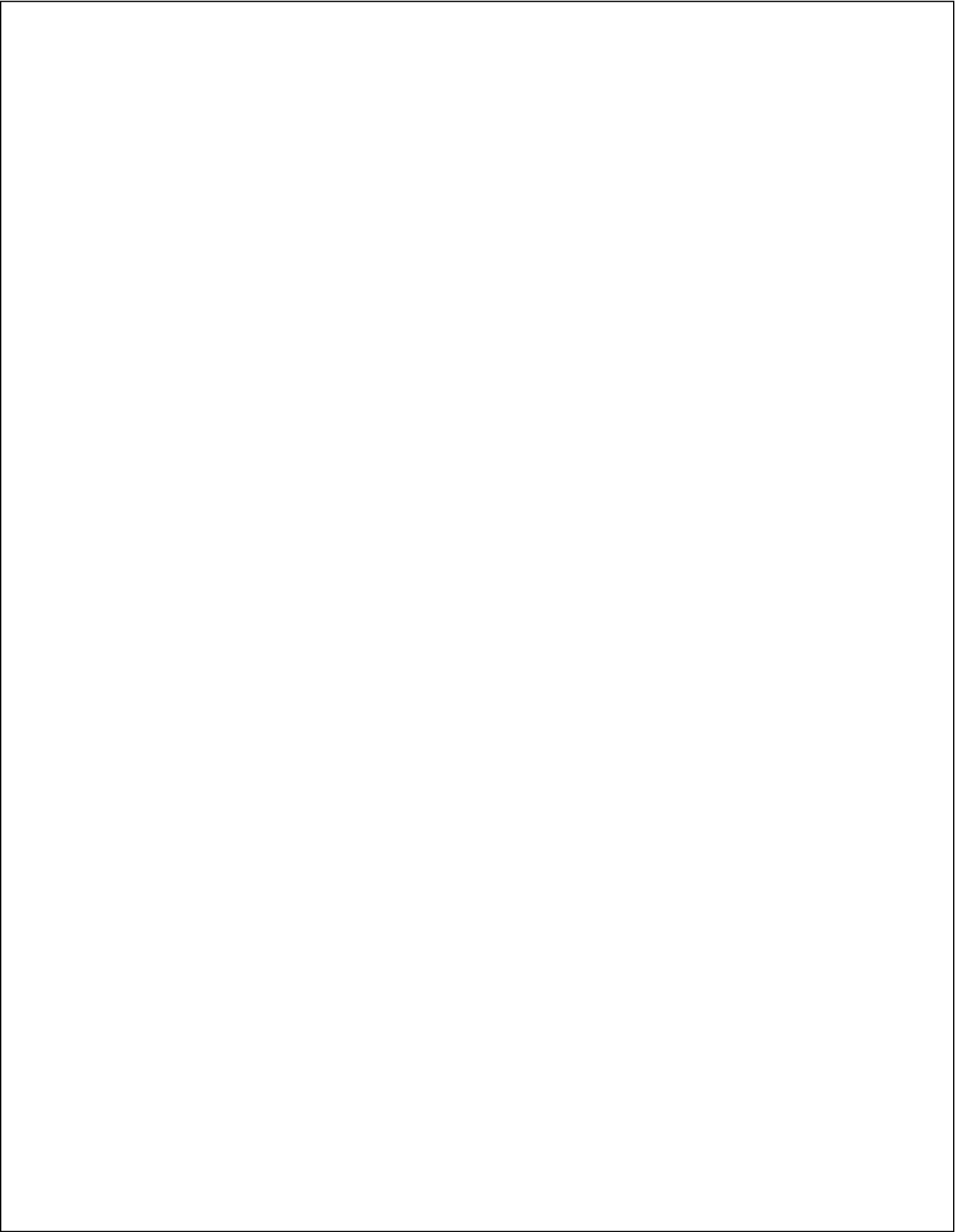
- For fish dragged to the KILLED box, the user will be prompted to (1) select the purpose for killing the fish, (2) select the carcass disposition, (3) select the destination (if relevant for the selected carcass disposition), and (4) enter the number of fish in the COUNT box. The list of available destinations is setup in the configuration (see [Release Sites](#), [Other Receiving Organizations/Locations](#), [Tribal Ceremonial and Subsistence Locations](#), and [Public Food Distribution Sites](#) sections).
- (5) Click OTHER INFO to enter attributes for the mortalities (see [Other Info button](#) section).

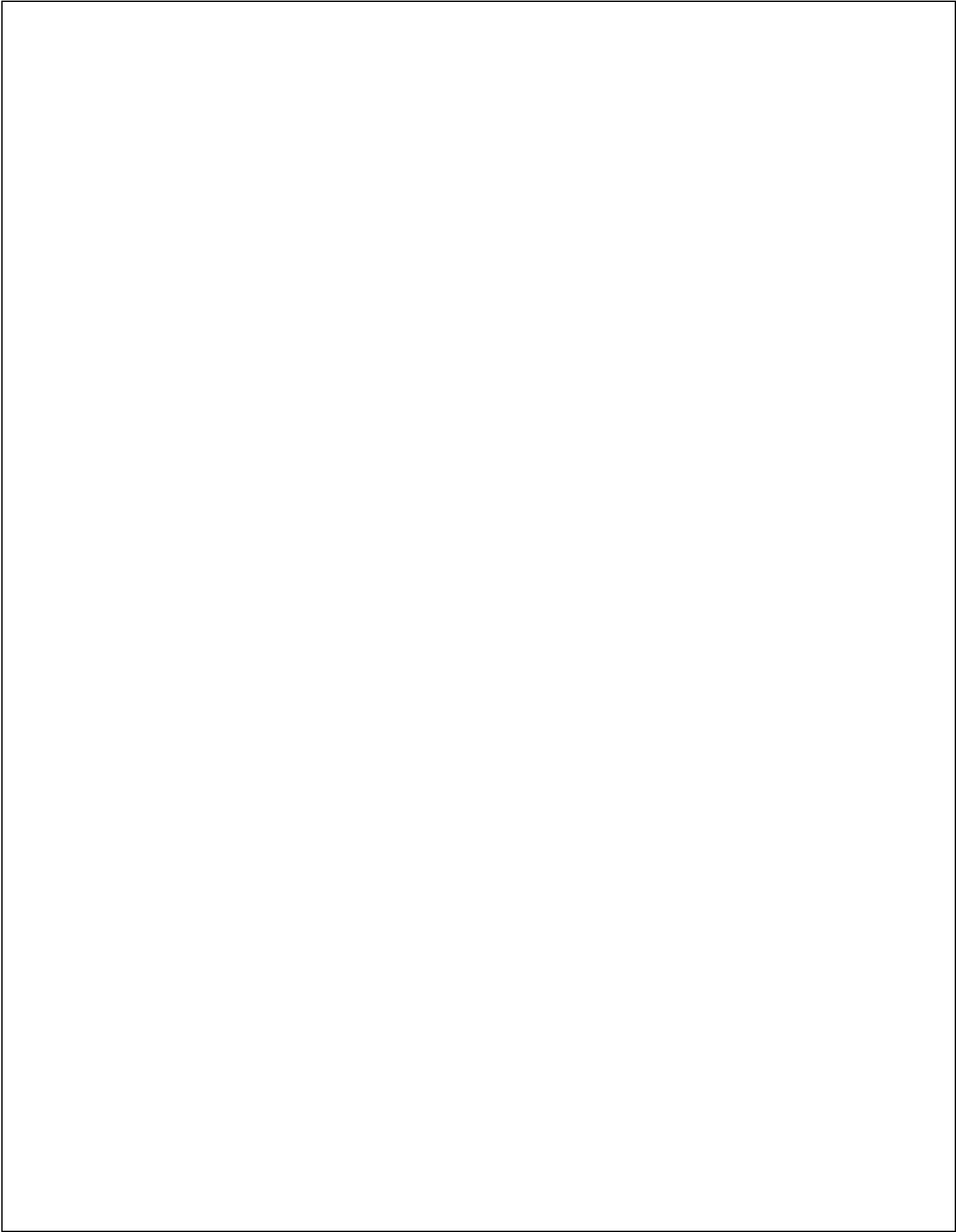
Change figs  
when  
carcass  
C&S stuff  
done

- After all the killed fish's attributes are selected, click FINISHED to add the event record. The event record will have (6) the pond of origin as the 'FishSource', (7) KILLED as the 'Disposition', (8) the selected purpose as the 'Purpose', (9) the carcass disposition as the 'Carcass Disp', and (10) the receiving organization/location as the 'Destination' (if relevant to the selected carcass disposition). Any attributes entered in OTHER INFO will be included in the record.

FishSource	Disposition	Purpose	'Carcass Disp'	SWT	PIT	Destination
6 POND 1	7 KILLED	8 NOT USED	9 GENERAL SUBSISTANCE	<input type="checkbox"/>		10 EICAP-CHALLIS







## 8. Configuring data entry – events module

### Configuration menu

- Many of the items from the CONFIGURE menu in the trapping module also can be configured in the events module.
- Configuration menu also can be used to automate some of the attributes for spawned fish.



### Species/Site/Date

- (1) Go to CONFIGURE-SPECIES/SITE/DATE. (2) The date of spawning should be entered before entering records. The date set here will be used as the Event date.

### Set AD Default

- (3) The user can set AD clip as the default for all event data (a check mark will be seen beside the menu item when selected). This includes spawned fish, killed fish, releases, morts and transfers. This is useful if only a few unmarked or other marked fish are anticipated.

- If AD is set as default, the AD mark can be overridden for any individual record of any event type by selecting the OTHER INFO button and (1) selecting the correct mark.

**OTHER INFO window**  
(following clicking OTHER INFO button)

How many male fish would you like to sample? (Press esc key to cancel)

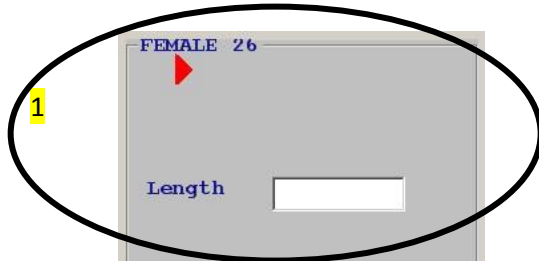
AD (A)	MALE (M)	FEMALE (F)	UNKNOWN (U)
RV (R)	CWT (C)	OTHER TAGS (T)	PIT (P)
LV (L)	Length (cm):		
Other (O)	How many? 0		
NONE (N)	Fork Length 0		
SAMPLES (S)	1	2	3
CLEAR	4	5	6
FINISHED	7	8	9
	0	.	AC
			Back Space
			<input type="checkbox"/> JACK (J)
			<input type="checkbox"/> MINI (K)
			<input type="checkbox"/> JACK

Release sites, Tribal Ceremonial and Subsistence, Public Food Distribution Sites, Other Receiving Organizations/Locations

- Destination lists can be set in either trapping or events module. See [Release sites](#), [Tribal Ceremonial and Subsistence locations](#), [Public Food Distribution Sites](#), and [Other Receiving Organizations/Locations](#) sections.

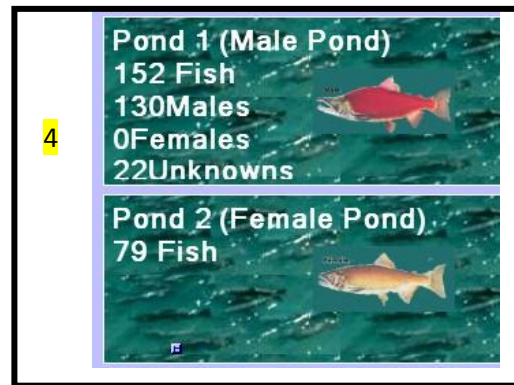
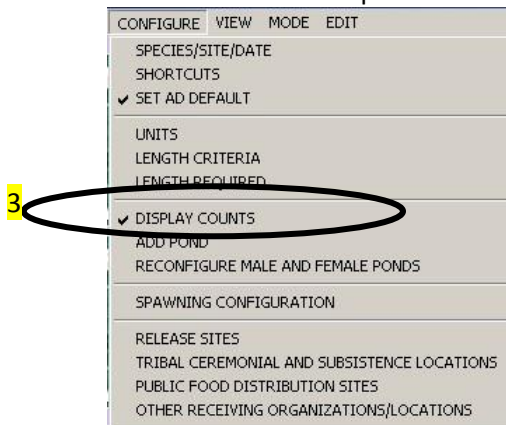
## Length Required

- Select the CONFIGURE-LENGTH REQUIRED if the user wants a length to be required for all spawned female fish (a check mark will be seen beside the menu item when selected).
  - (1) A text box will appear in the female section of the screen. (2) The user will not be able to enter a record until this box has been populated.



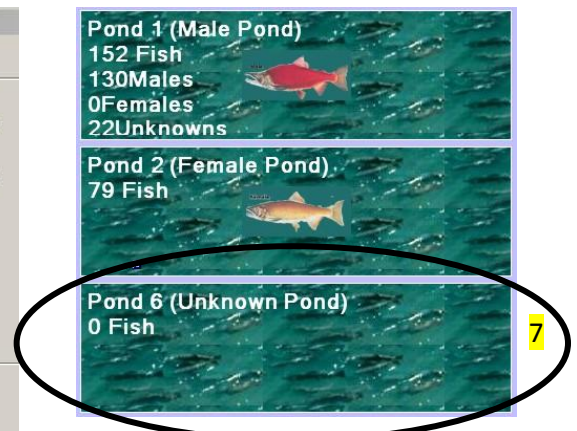
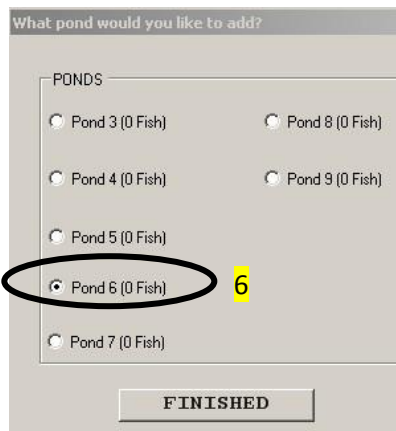
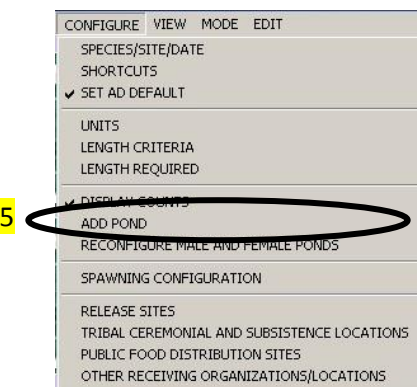
## Display counts

- (3) The user can see the total number of fish in each pond by checking the menu item CONFIGURE-DISPLAY COUNTS. (4) This will update the number of fish in each pond
  - Pond totals will update following each event; users will know total available fish at all times.



## Add pond

- A third pond can be added to the events module. (5) Click CONFIGURE-ADD POND and (6) select the pond number to add. (7) The pond will be shown in the events module and a check mark will appear next to the menu item. The pond can be removed by clicking on CONFIGURE-ADD POND again and remove the check mark.

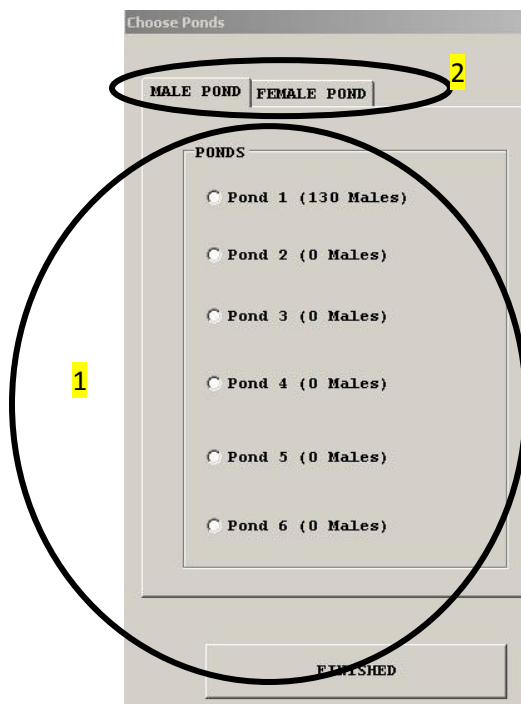


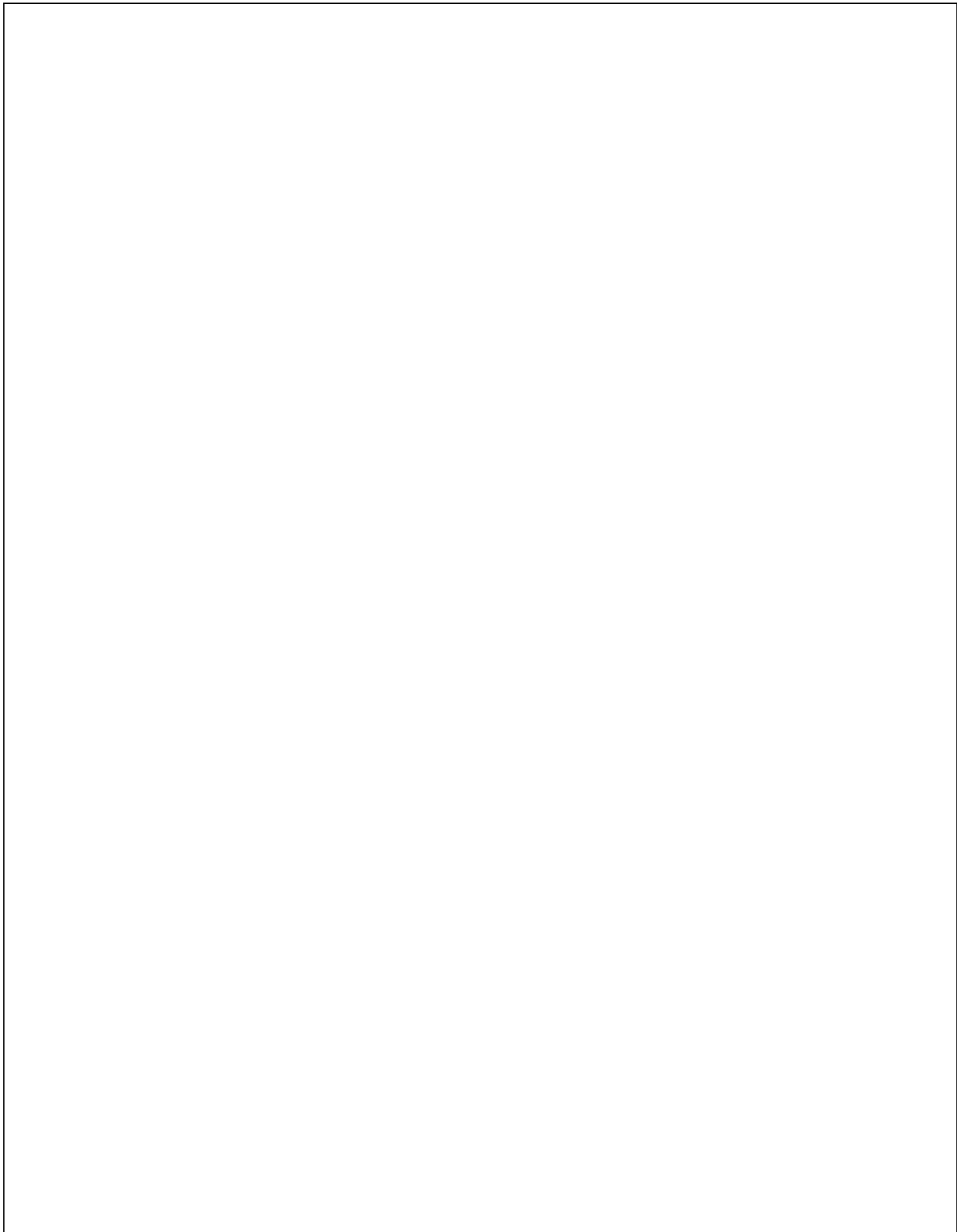
- The pond number can be changed by right clicking on the 3<sup>rd</sup> pond and selecting a different pond.



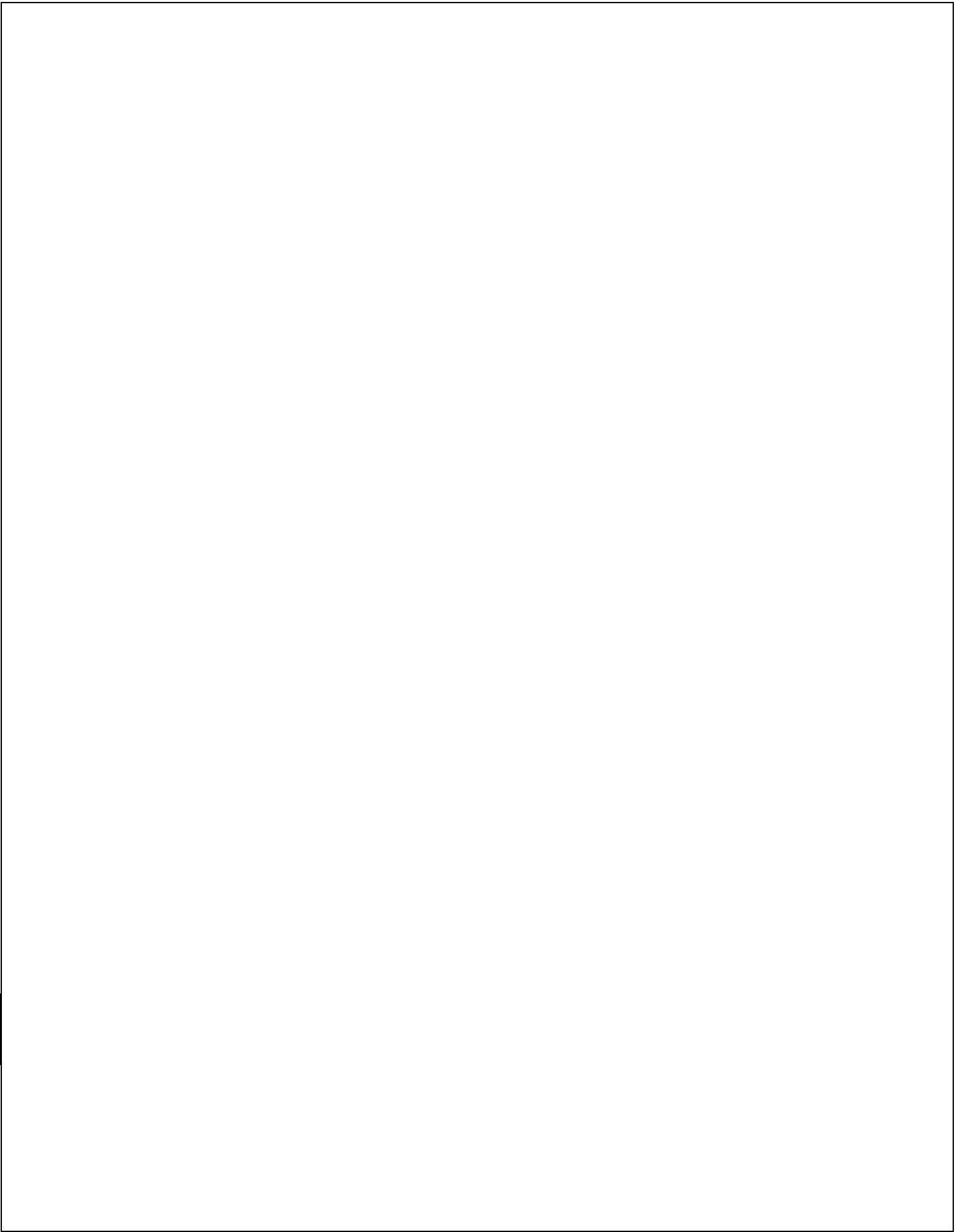
### Reconfigure male and female ponds

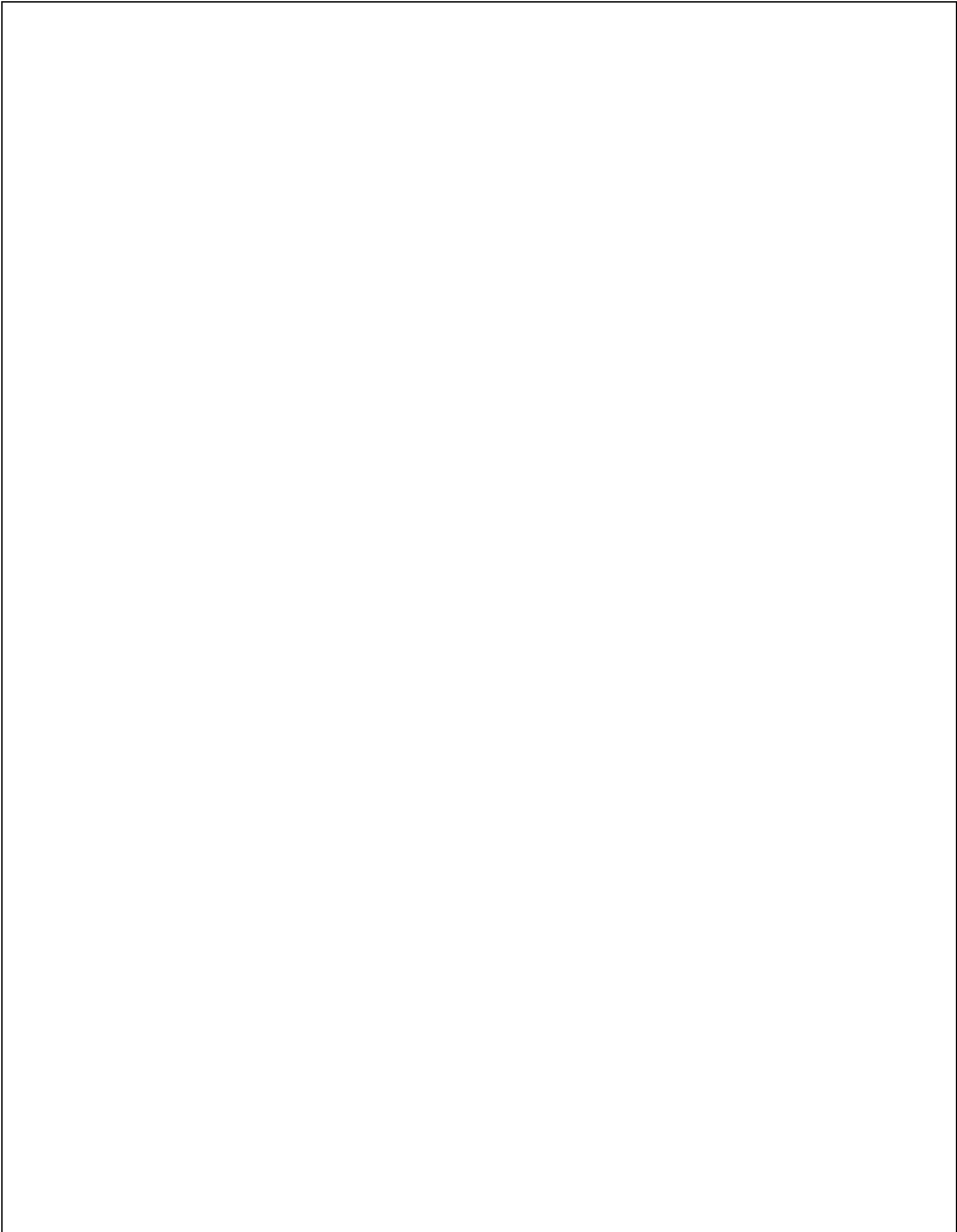
- The designated male and female ponds can be changed by clicking CONFIGURE-RECONFIGURE MALE AND FEMALE PONDS. The user can select the pond that will be designated male and the pond that will be designated female by (1) clicking the tab for one of the sexes and (2) selecting the pond to be designated that sex. When spawning fish in simplified and bulk screens, the program will automatically use these ponds to draw the correct sex of fish.



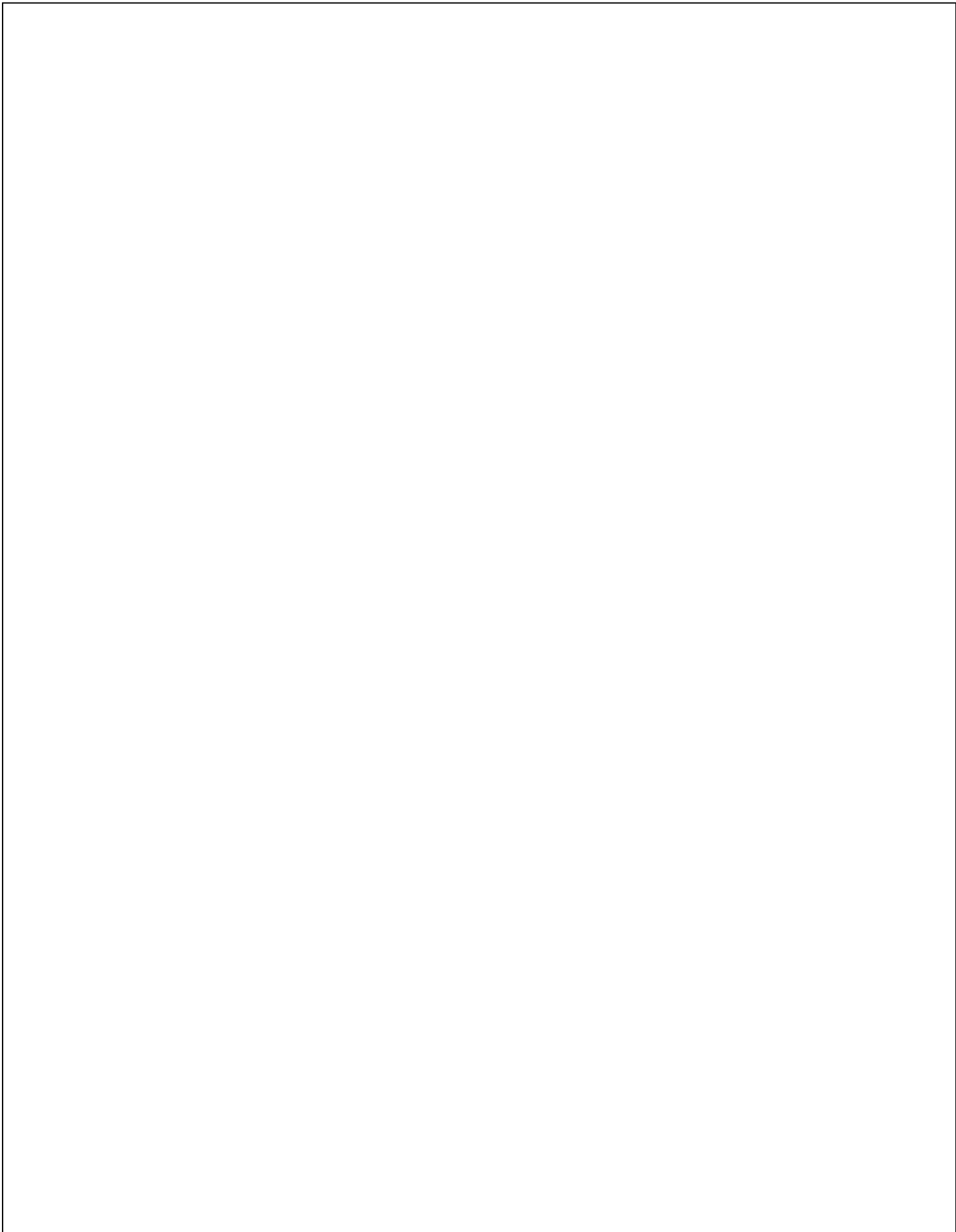


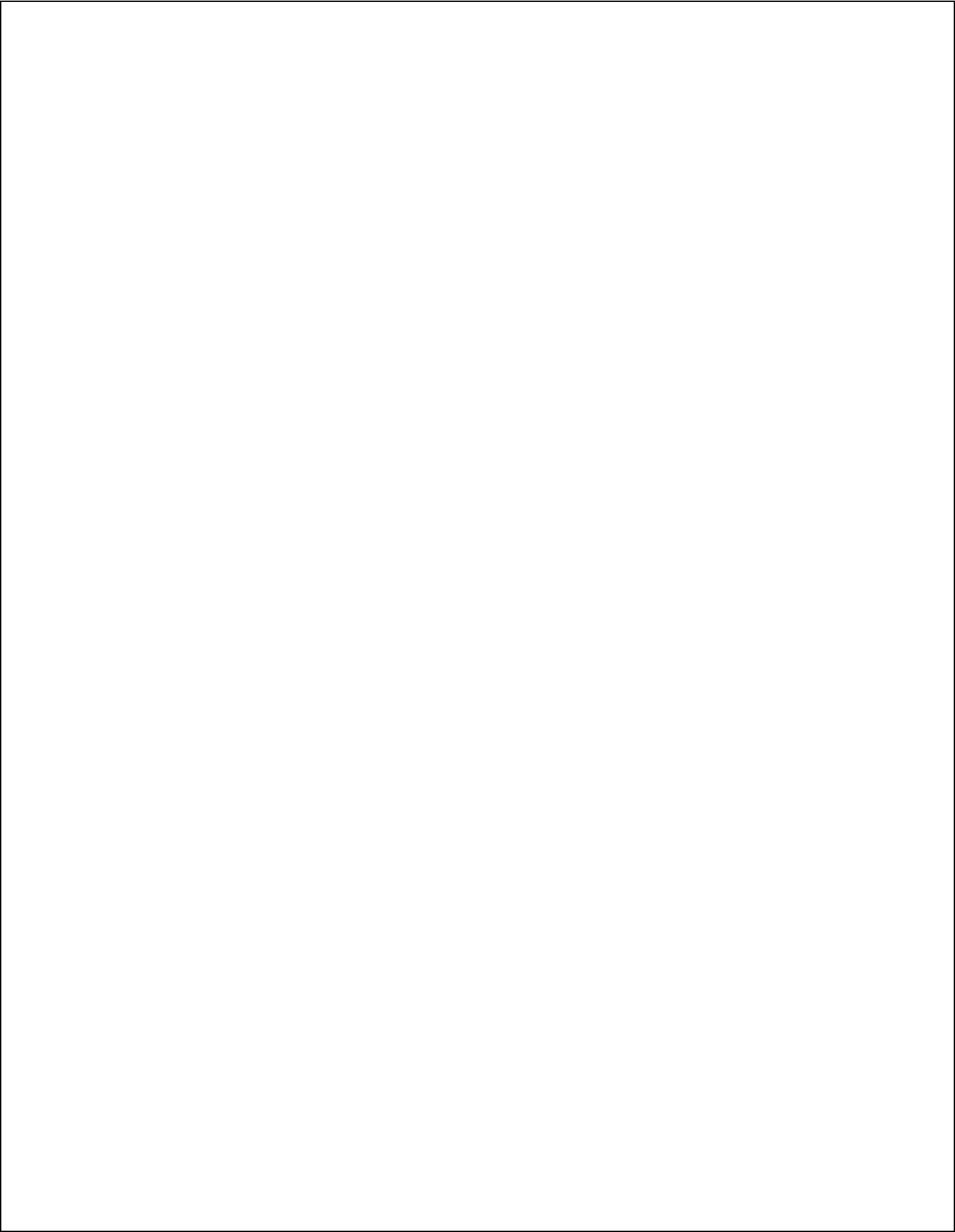




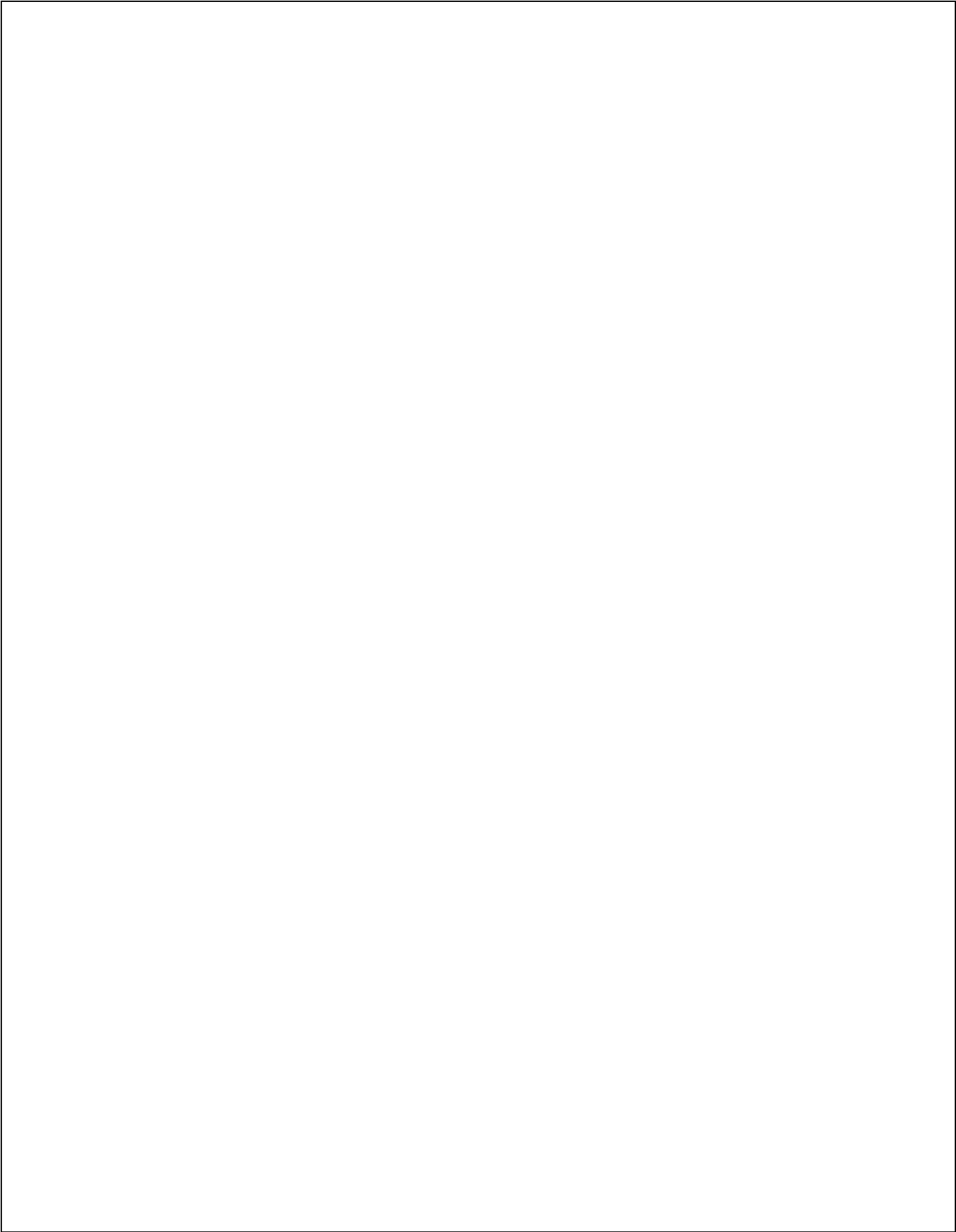


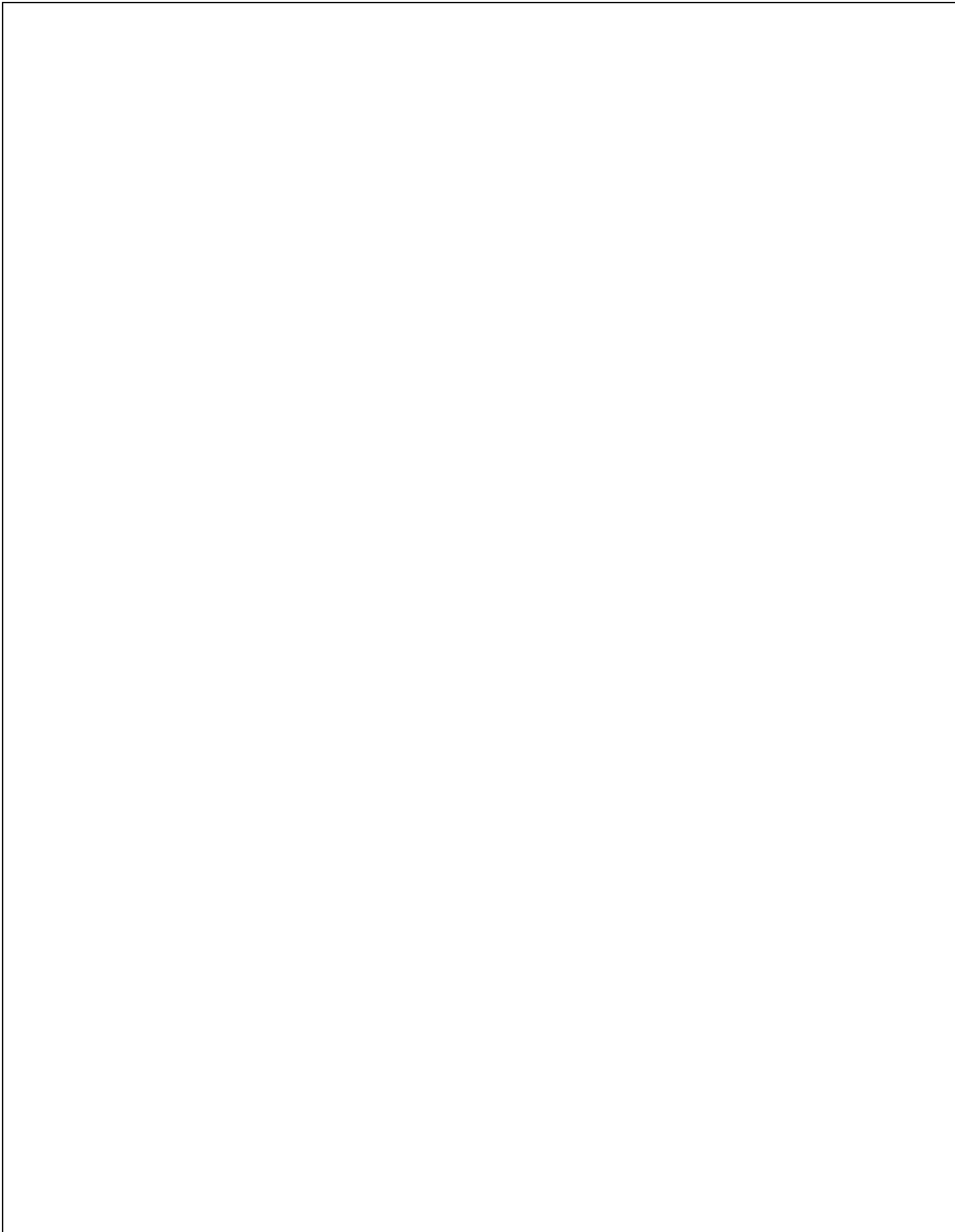


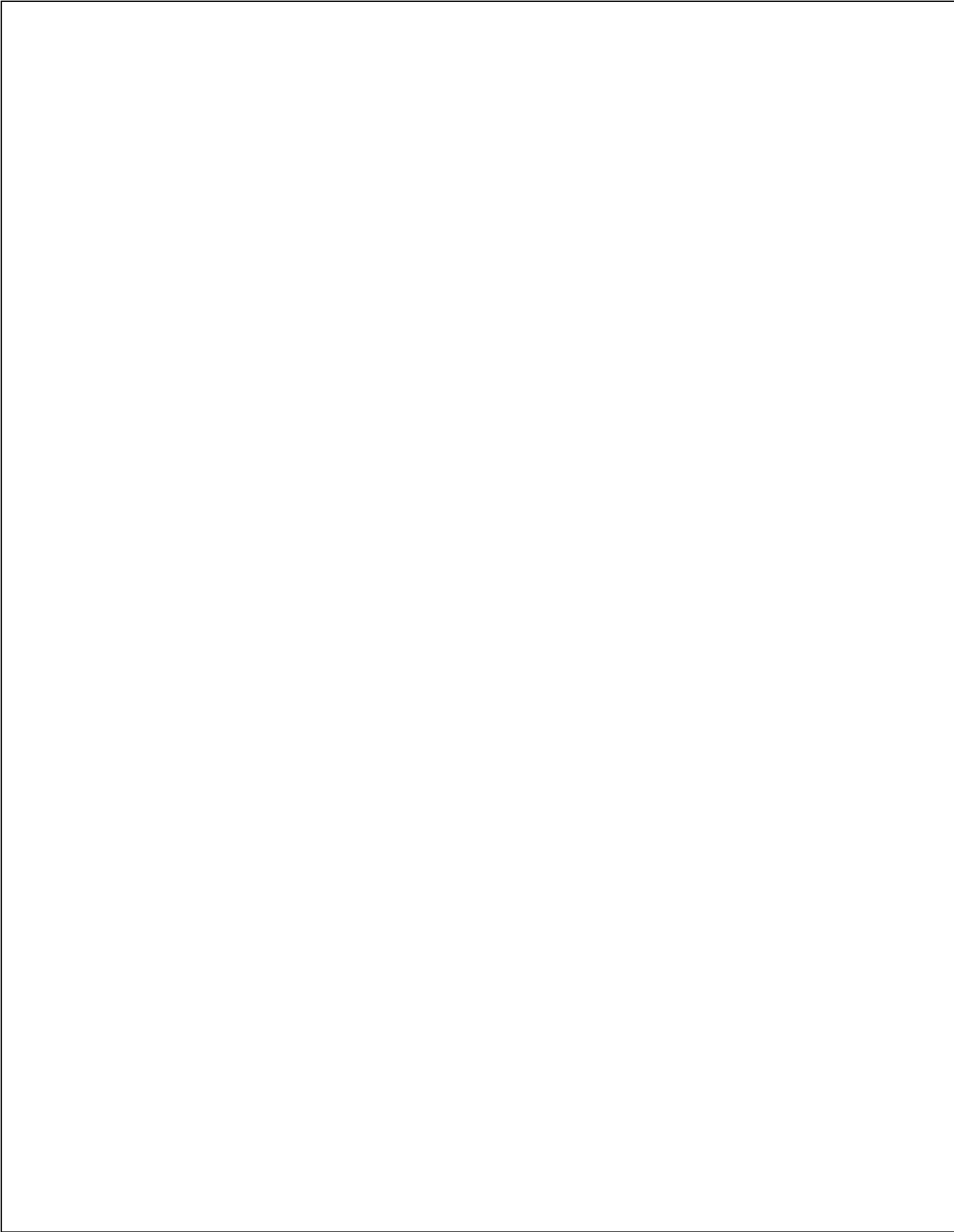


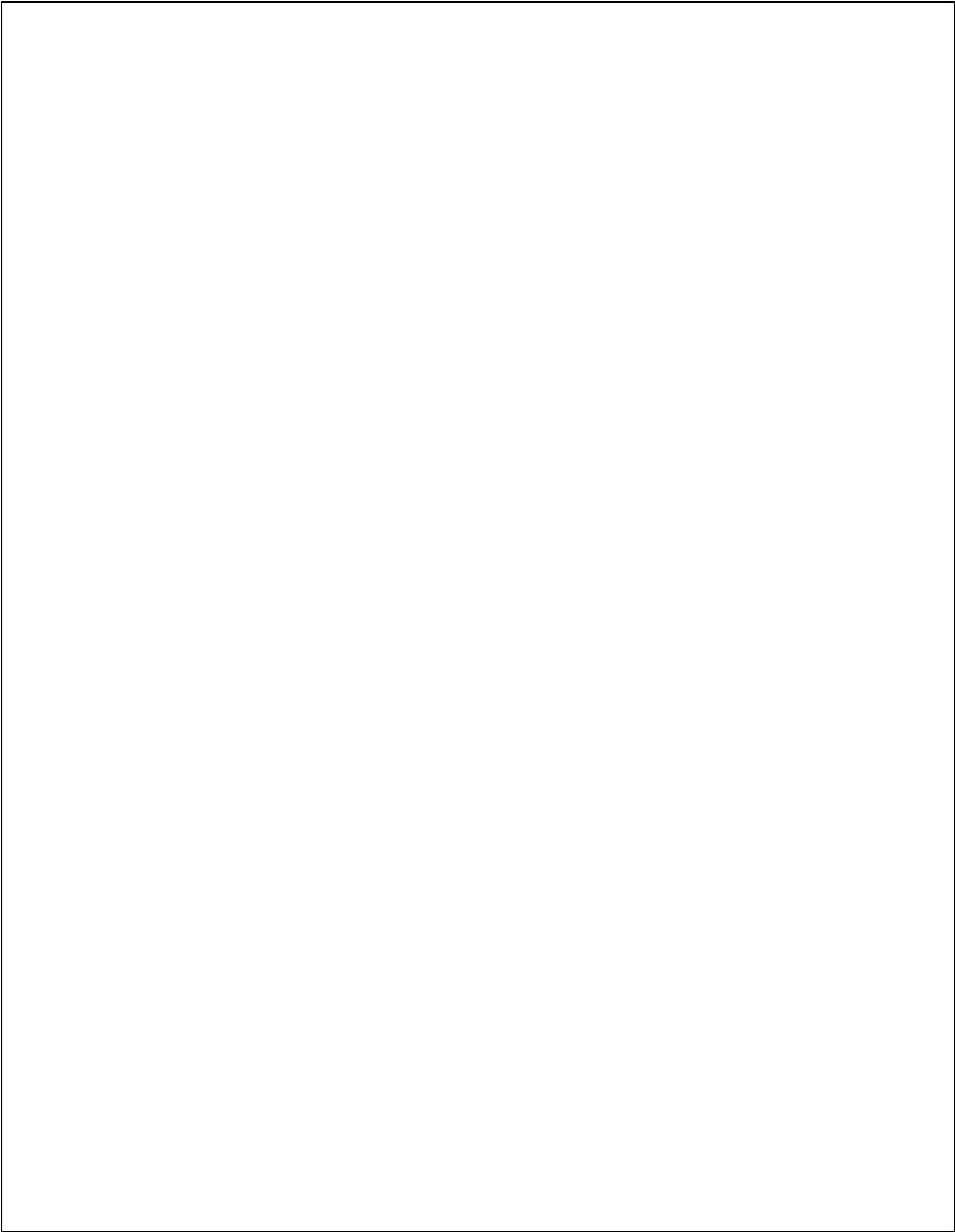


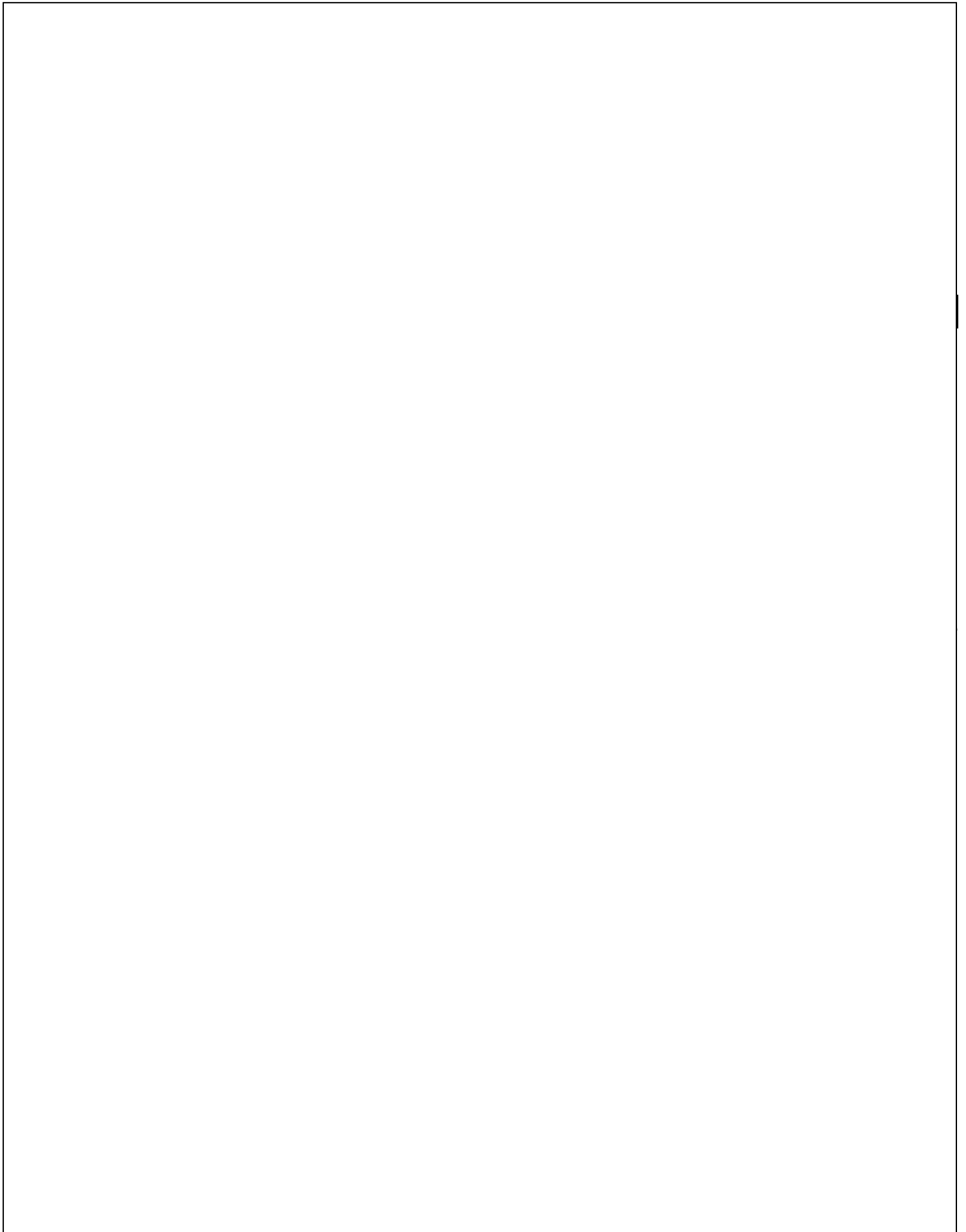
















## 11. Ancillary data input

### Trap operations

- Trapping Operations are a record of the day to day operation of the trap. It is a way to capture days of operation and efficiency of traps. The program also automatically adds a record that "New records were added" whenever data is entered in the program. Go to MODE-TRAP OPS on the menu of the trapping module to get the trap operations window.
  - (1) Top pane is where the user can enter trap information. (2) Bottom pane shows the records to be added to the database.

**TRAP OPERATIONS**

FILE DATA

Date	Operation Type	Operation Description
8/26/2009	Installat...	trap put in
8/28/2009	Non Operat...	somethin broken

ADD EDIT DELETE

ID	Date	Operation Type	Operation Description	Uploaded
1	8/19/2009	Worked Up	New records were added	<input type="checkbox"/>
1	8/26/2009	Installation	trap put in	<input type="checkbox"/>
1	8/28/2009	Non Operati...	somethin broken	<input type="checkbox"/>
1	8/31/2009	Removal		<input type="checkbox"/>

FINISHED

- (3) Click on DATE in upper pane. Date can either be typed manually or selected from the drop-down calendar.
- (4) Click on drop-down menu for OPERATION TYPE. Operation type can be selected from INSTALLATION, REMOVAL, NON-OPERATIONAL, CHECKED, or PARTIALLY OPEN.
- (5) Detailed text for the trap operation can be entered in the OPERATION DESCRIPTION field (e.g., explanation such as "Partial operation due to high water").
- (6) Click ADD to add records to bottom pane.

**TRAP OPERATIONS**

FILE DATA

Date	Operation Type	Operation Description
8/26/2009	Installation	trap put in
8/28/2009	Installation	somethin broken

ADD EDIT DELETE

Installation  
Removal  
Non Operational  
Checked  
Partially Open



- After adding records, they can be edited. (1) Select a record by clicking on the row for the record in the bottom pane, (2) then click EDIT button. (3) The selected record will appear in the upper pane and the EDIT button will turn green when in edit mode. The record can then be edited in the upper pane.
- (4) Records can also be deleted by selecting the record and clicking DELETE button. A popup will ask the user they are sure they want to delete.

	Date	Operation Type	Operation Description
* 3	8/28/2009	Non Opera...	somethin broken

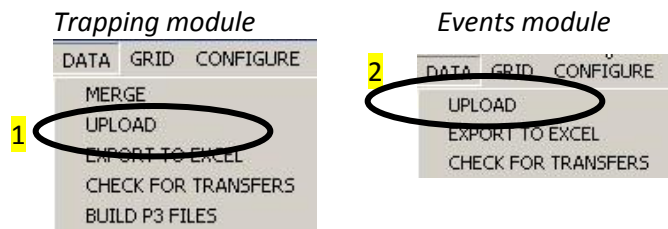
UPDATE 2 EDIT 4 DELETE

	ID	Date	Operation Type	Operation Description
	1	8/19/2009	Worked Up	New records were added
	1	8/26/2009	Installation	trap put in
1	1	8/28/2009	Non Operati...	somethin broken
	1	8/31/2009	Removal	

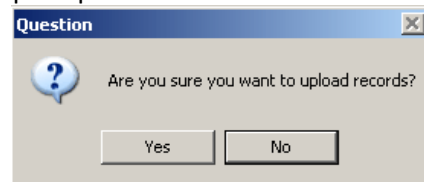
- Click FINISHED to save operation records to database.

## 12. Uploading data

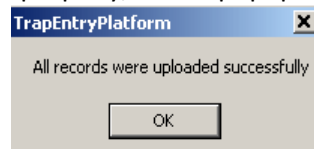
- After all editing of data in the grid, the data must be uploaded from the local database (Trap.mdb) to the central HDMS database (SQL Server). The trapping program saves all trapping and event data locally on the computer which was used to enter the data, to a file at C:\HDMS\Trap.mdb. The data in this file must be uploaded to the Central database at HQ via the internet.
  - (1) Trapping data can be uploaded by going to the menu item DATA-UPLOAD in the trapping module. In the trapping module, the UPLOAD command will only upload trapping data. (2) If the user would like to upload event data, the UPLOAD command in the events module must be used.



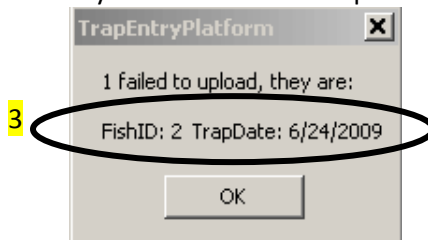
- The user will be prompted to make sure that the data are ready to upload.



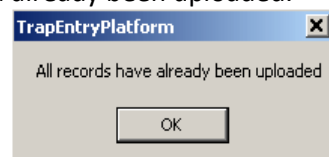
- As the data is uploading, there will be a status popup to show how the upload is progressing.
- If all files upload properly, then a popup will indicate the upload was successful.



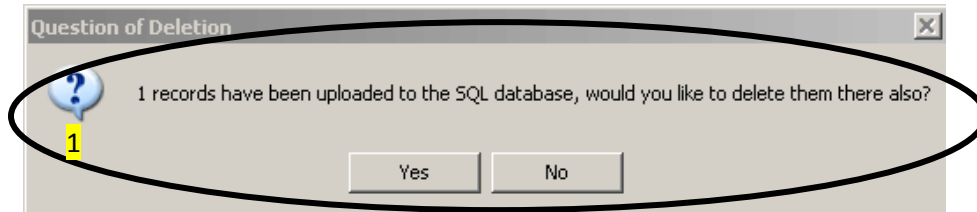
- A popup will indicate if there are some errors with the upload. (3) Any records that were not uploaded will be indicated by their Fish ID and Trap date.



- If all the records have already been uploaded and have not been edited, then a popup will indicate that all the data had already been uploaded.



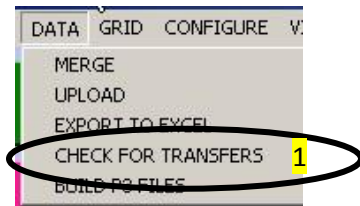
- If changes are made to the records in the program and local database, these changes will be propagated to the central database.
  - (1) After upload, if the user deletes some records in the grid, they will be asked if they want to delete these records from the central SQL database as well. If the user answers YES to this popup, these data will no longer be available.
    - **IMPORTANT NOTE:** DO NOT prepare for a new trapping year by deleting all the previous year's data from the local database. If the records are deleted from the central SQL database when prompted, this will delete all the previous year's data from the central database and it will no longer be accessible. Prepare for a new season of trapping using the method described in [10. Archiving data](#).



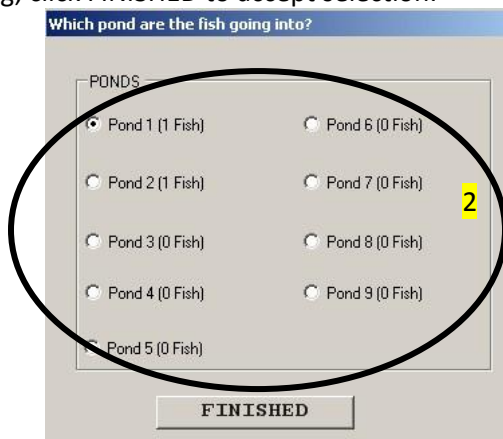
- **IMPORTANT NOTE:** If the user edits and changes records in the grid, the data will need to be re-uploaded to apply changes
  - The re-upload will overwrite the original records with the changed records.

### 13. Checking for transfers

- If a facility expects to get fish transferred in from other facilities, hatchery personell will need to check for transfers. In the following explanation, the facility where the fish were trapped will be referred to as the “source facility” and the dispoisiton at the source facility will be TRANSFERRED OUT for those fish. The facility that recieves the transferred fish will be referred to as the “destination facility” and the dispoisiton at the destination facility will be TRANSFERRED IN for the same fish.
  - Before checking for transfers, the source facility must first upload the TRANSFERRED OUT records to the central database (see section [11. Uploading data](#)).
  - Species/Site/Date needs to be set at the destination facility (see section [Species/Site/Date](#)). In either the trapping or events module, click on the menu item **(1)** DATA-CHECK FOR TRANSFERS.



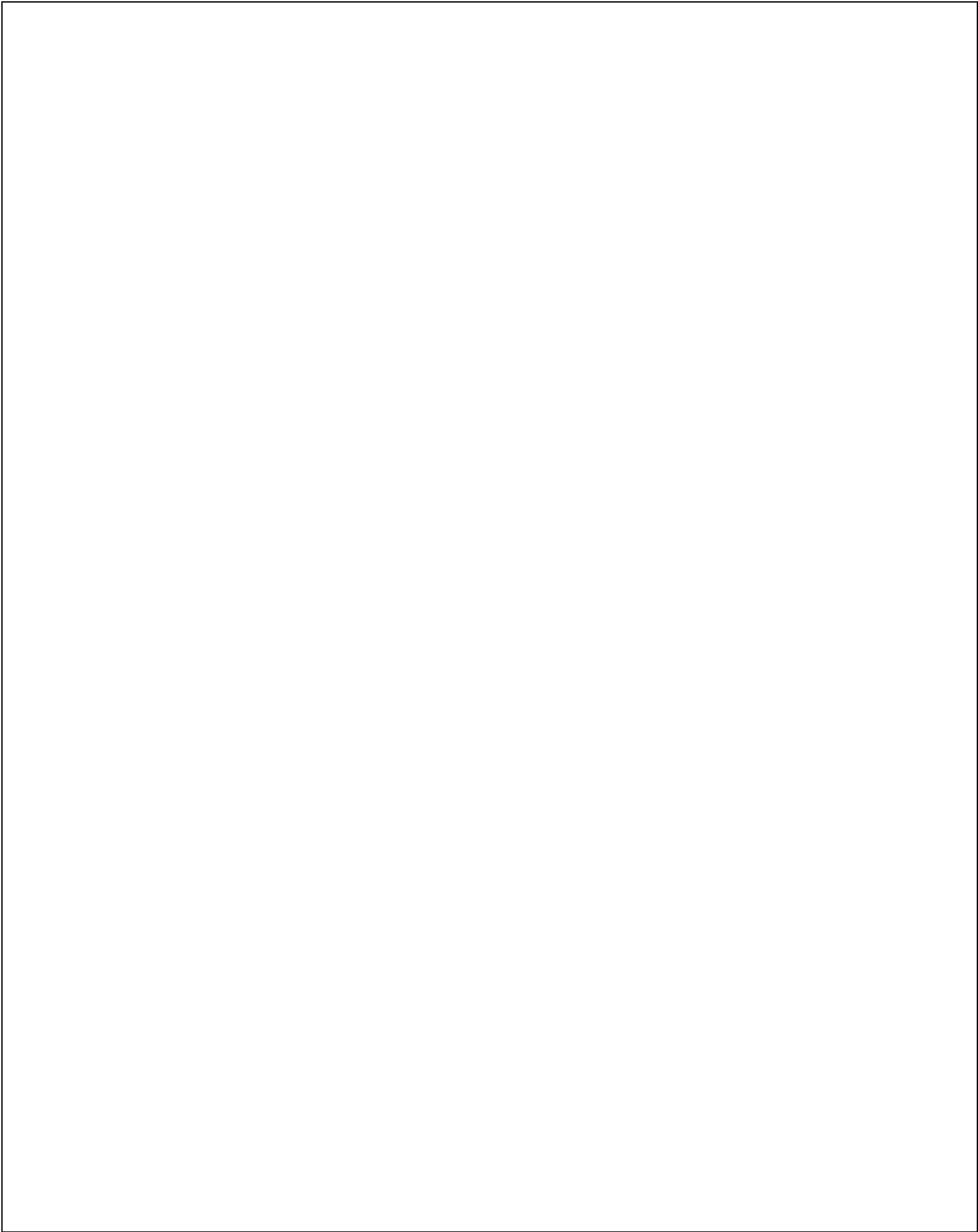
- A popup asks if the user wants to continue with the checking for transfers. By clicking OK, the transfer records for the destination facility (i.e., transfers in) will be copied both to the local database in the program (Trap.mdb) and to the main database (SQL Server). **(2)** A popup will then prompt the user to select the pond at the destination facility into which the fish will be going; click FINISHED to accept selection.



- The TRANSFERRED IN records at the destination facility will be seen in the trapping module with **(3)** disposition listed as TRANSFERRED IN, **(4)** purpose listed at RETAINED FOR LATER USE, **(5)** source listed as the source facility, and **(6)** destination listed as the selected pond.

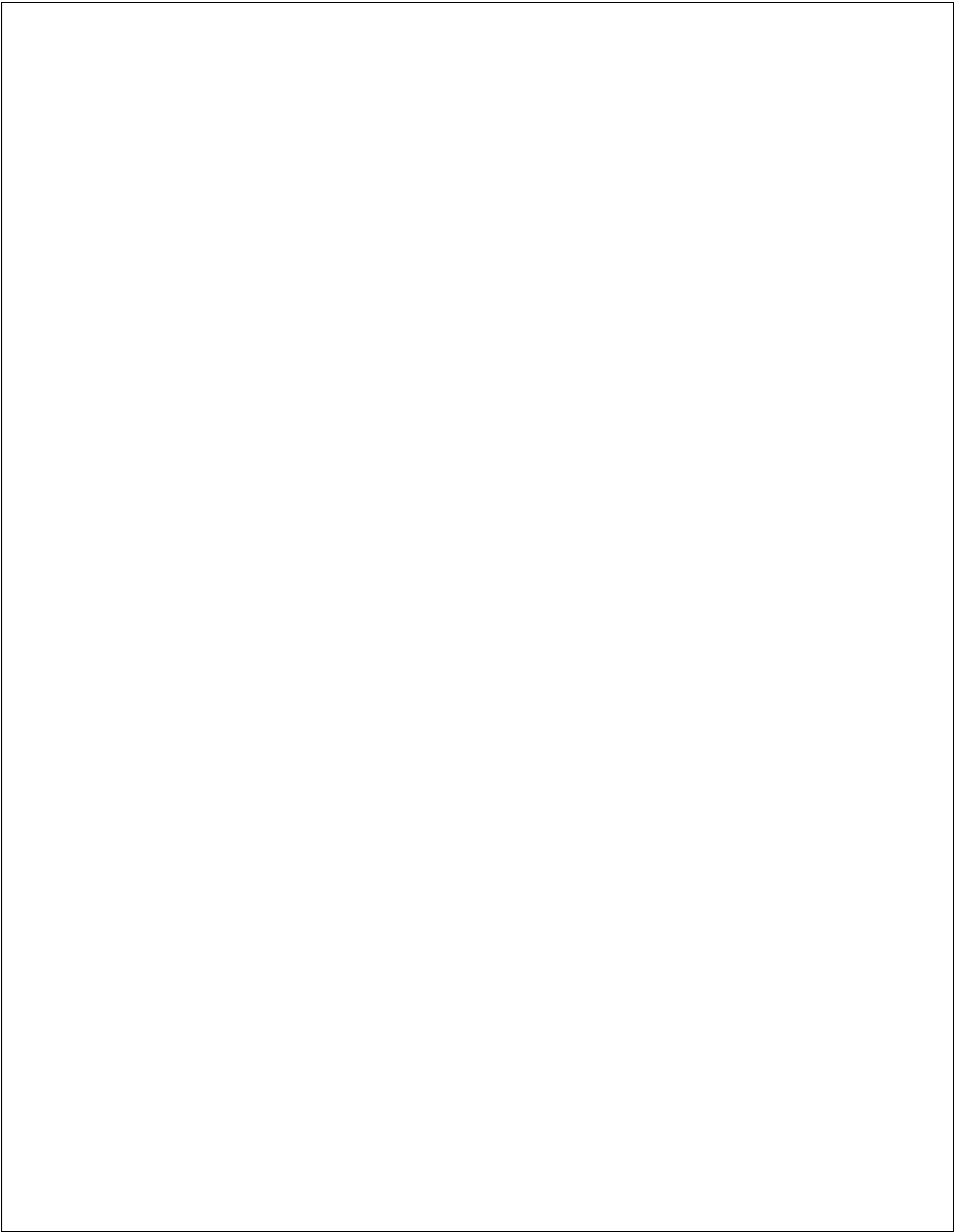
*Trapping module – Destination facility*

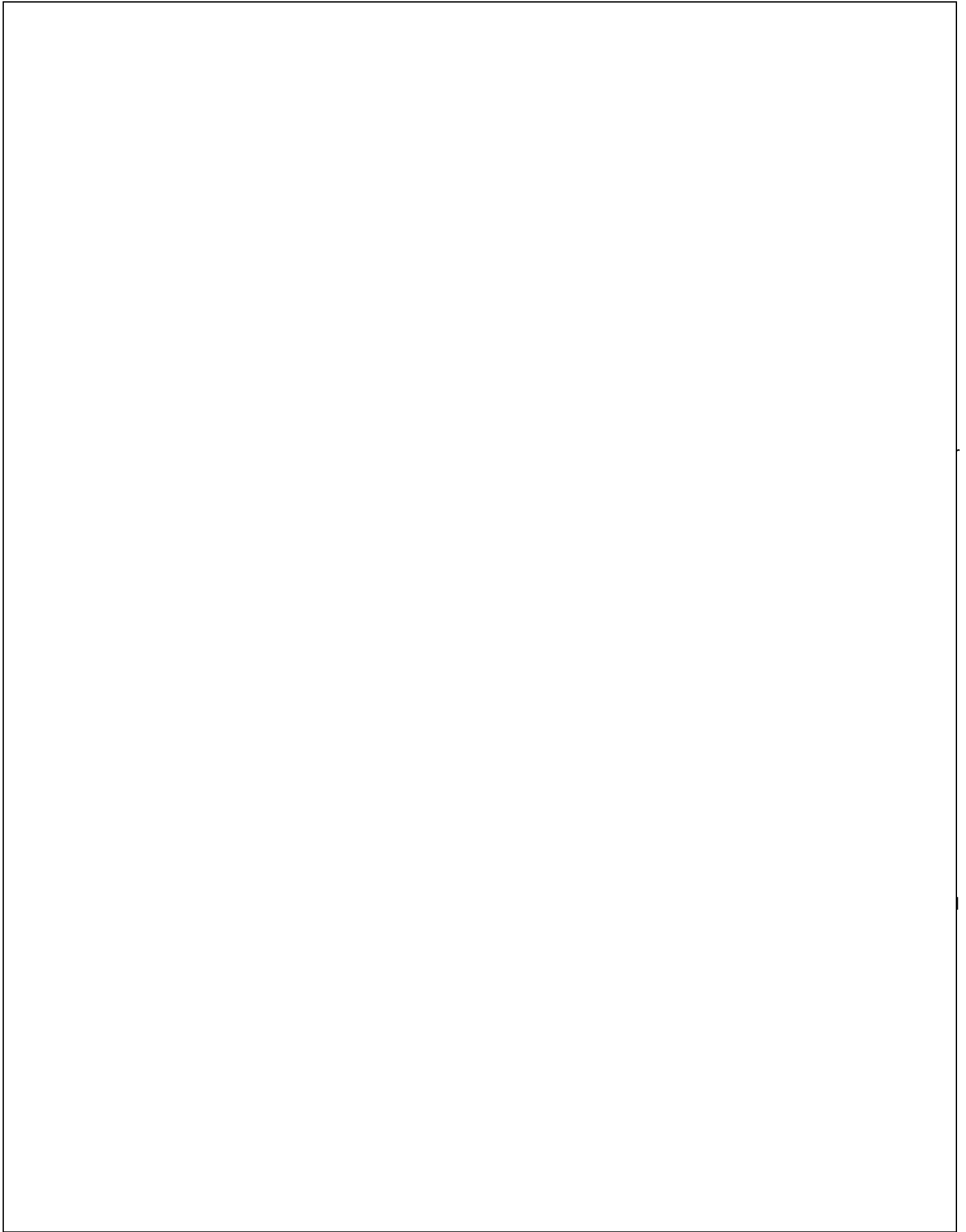
Disp1	Purpose	'Carcass Disp'	Source	Destination
<b>(3)</b> TRANSFERRED IN	<b>(4)</b> RETAINED FOR LATER USE		<b>(5)</b> TEST TRAP	<b>(6)</b> POND 1
TRANSFERRED IN	RETAINED FOR LATER USE		TEST TRAP	POND 2



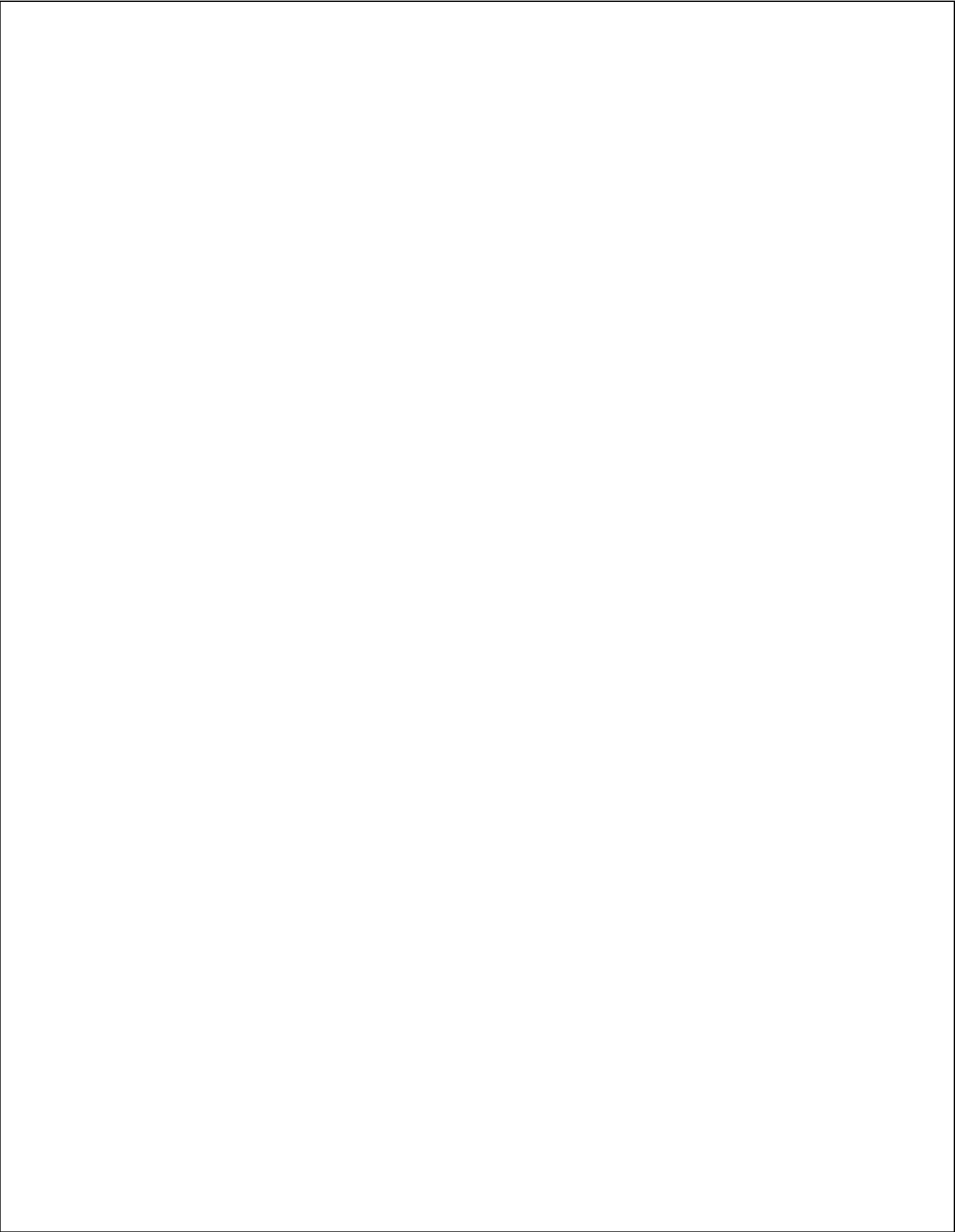
## 15. Archiving data

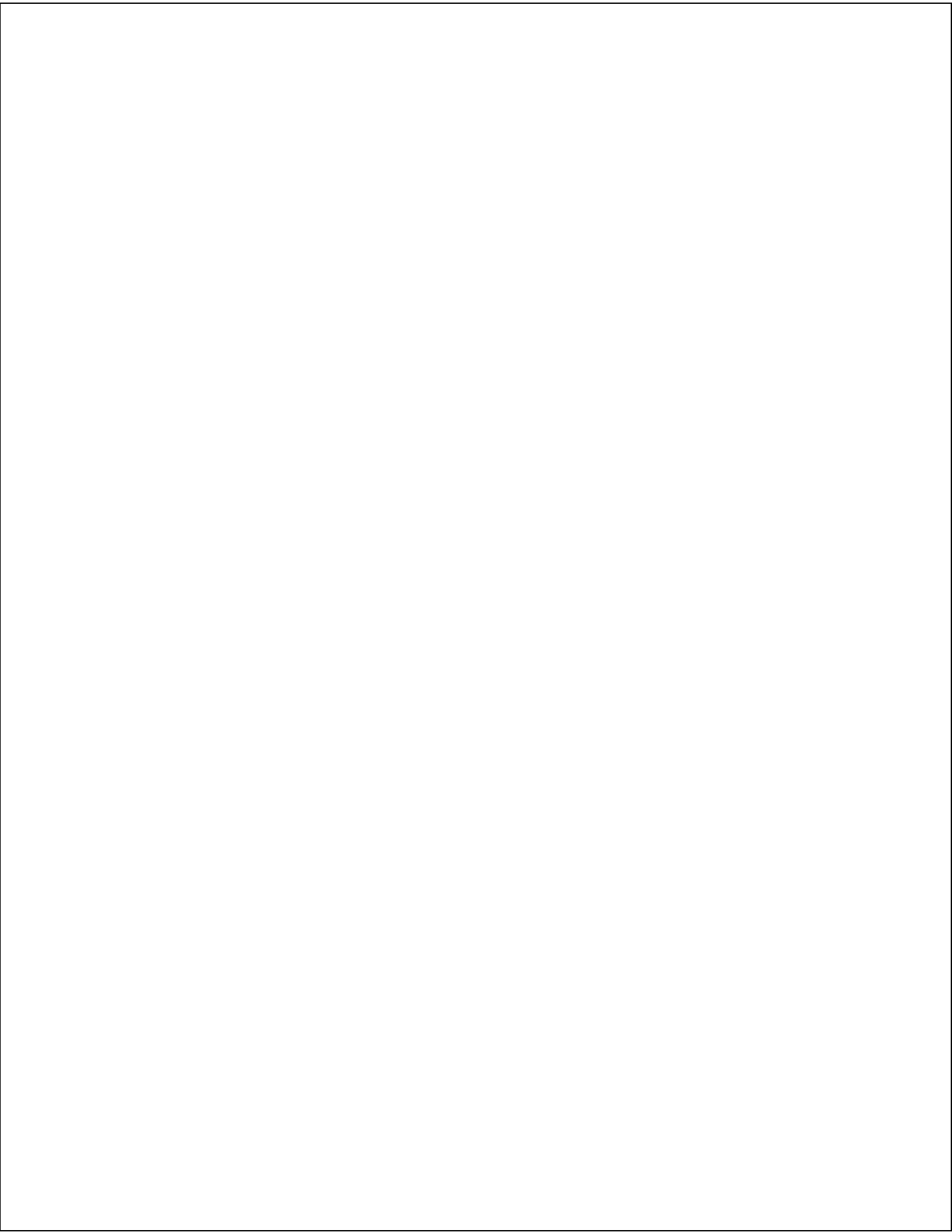
- At the end of a trapping year, the local database should be archived and the program should be prepared for the next year.
  - The local file (C:\HDMS\Trap.mdb) should be renamed and saved in a different folder as an archive copy (e.g., rename the 2008 data file to C:\Archive\Trap2008.mdb)
  - Start the HDMS trapping program. Opening the program will create a new C:\HDMS\Trap.mdb file. This will be the new file where all the current year's data will be written.
  - The user will be asked if this computer will be used to upload. Selecting YES will show the UPLOAD menu item in the program. The user will be prompted to enter species/site/date, length criteria and production criteria. The program is now ready for data entry for the current year.

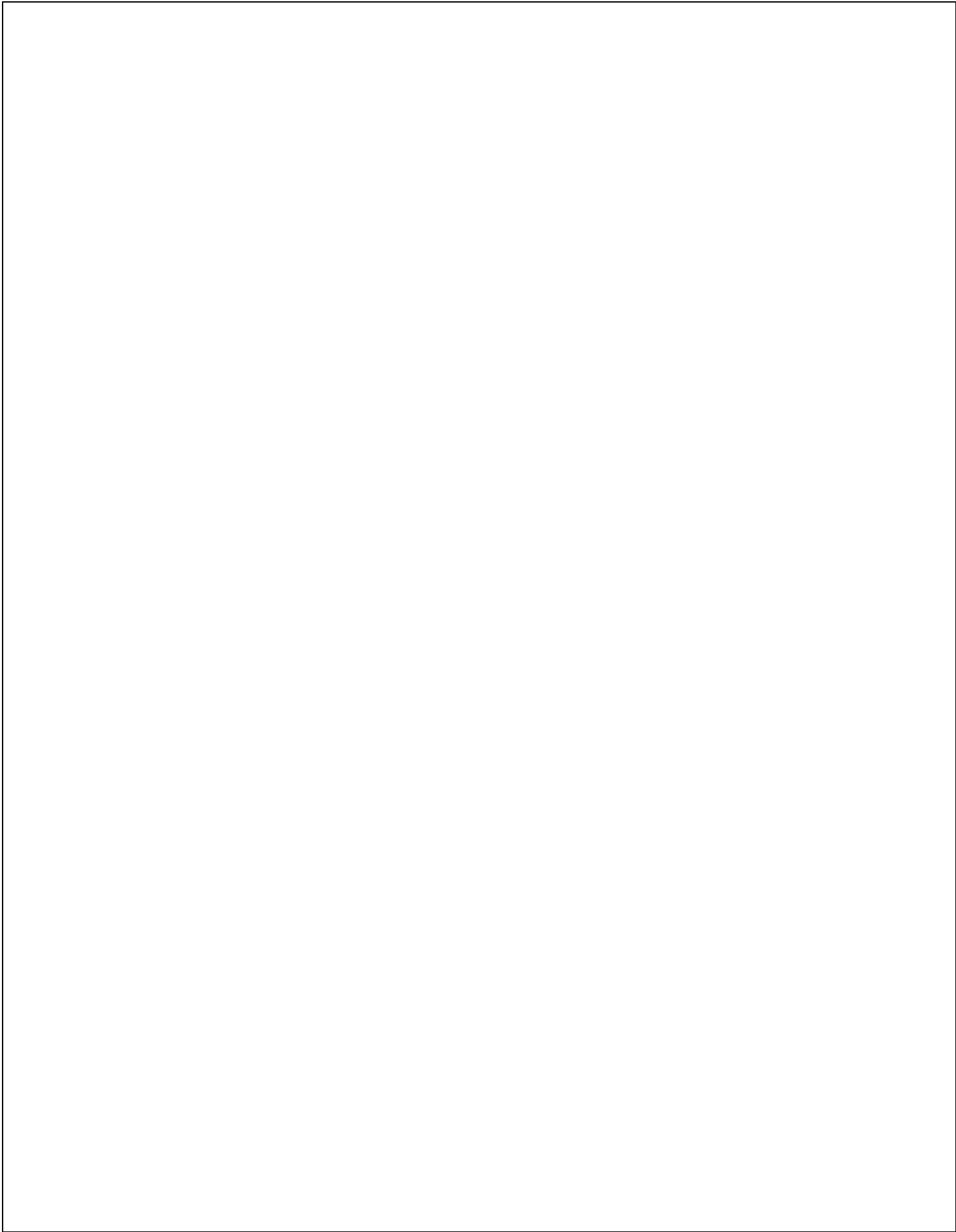


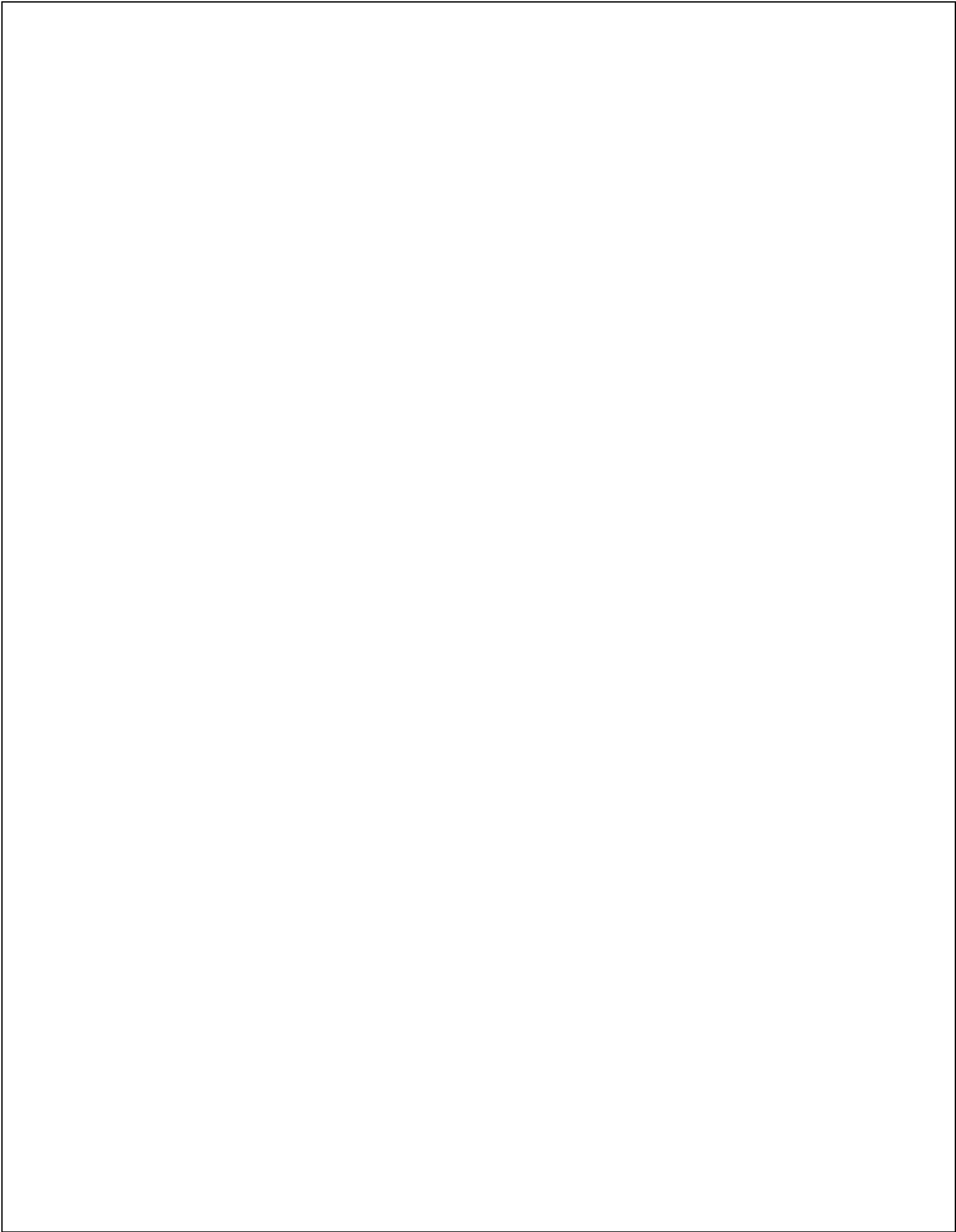












## A4. Relevant Web Sites

Web access to trapping database

<http://fishandgame.idaho.gov/ifwis/hdmssearch/>

Public Summary web site (Chinook)

<http://fishandgame.idaho.gov/ifwis/hdms/chinook/index.html>

IFWIS Portal

<https://fishandgame.idaho.gov/ifwis/portal/>